



AGREEMENT
between
STATE OF CALIFORNIA
and
CALIFORNIA STATE EMPLOYEES ASSOCIATION (CSEA)
covering

BARGAINING UNIT 15
ALLIED SERVICES

Effective
January 31, 2002 through July 2, 2003

**CALIFORNIA STATE EMPLOYEES ASSOCIATION
BARGAINING UNIT 15
ALLIED SERVICES**

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PREAMBLE

This MEMORANDUM OF UNDERSTANDING, hereinafter referred to as the Contract, entered into by the STATE OF CALIFORNIA, hereinafter referred to as the State or the State employer, pursuant to Sections 19815.4 and 3517 of the Government Code, and the CALIFORNIA STATE EMPLOYEES ASSOCIATION (Civil Service Division), Local 1000, SEIU, AFL/CIO, CLC, hereinafter referred to as CSEA, Local 1000, or the Union, pursuant to the Ralph C. Dills Act (Dills Act) commencing with Section 3512 of the Government Code, and has as its purpose the promotion of harmonious labor relations between the State and the Union; establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment, including health and safety.

The term "Contract" as used herein means the written agreement provided under Section 3517.5 of the Government Code.

CSEA (the Civil Service Division) agrees to hold the State harmless, defend and indemnify the State and its officers, agents, and employees for fees, costs, and damages resulting from a challenge, in any forum (administrative or judicial) by any person or entity, to the provisions of this Article.

ARTICLE 1 – RECOGNITION

- A. (Unit 15) Pursuant to Public Employment Relations Board (PERB) Decision S-SR-15, the State recognizes CSEA (Civil Service Division), Local 1000, SEIU, as the exclusive representative for the Allied Services Bargaining Unit, hereinafter referred to as Unit 15. Unit 15 consists of all employees in the job classifications listed by title in Appendix "A" attached hereto and incorporated by reference as a part of this Contract.
- B. Pursuant to Government Code Sections 19815.4 and 3517, CSEA, Local 1000, SEIU, recognizes the Director of the Department of Personnel Administration or his/her designee as the negotiating representative for the State and shall negotiate exclusively with the Director or his/her designee, except as otherwise specifically spelled out in this Contract.
- C. CSEA (the Civil Service Division) agrees to hold the State harmless, defend and indemnify the State and its officers, agents, and employees for fees, costs, and damages resulting from a challenge, in any forum (administrative or judicial) by any person or entity, to the provisions of this Article.

ARTICLE 2 – UNION REPRESENTATION RIGHTS

2.1 Union Representatives

- A. The State recognizes and agrees to deal with designated Union stewards, elected bargaining unit council representatives, and/or Union staff on the following:
 - 1. The enforcement of this Contract;

2. Employee discipline cases, including investigatory interviews of an employee who is the subject of a non-criminal investigation;
 3. Informal settlement conferences or formal hearings conducted by the Public Employment Relations Board (PERB);
 4. Matters scheduled for hearing by the Board of Control;
 5. Matters pending before the State Personnel Board;
 6. AWOLs and appeals to set aside resignations;
 7. Discussions with management regarding denials of reasonable accommodation;
 8. The Department of Personnel Administration statutory appeal hearings.
- B. A written list of Union stewards, and elected bargaining unit council representatives broken down by department, unit, and designated area of representation, shall be furnished to each department and a copy sent to the State immediately after their designation. The Union shall notify the State promptly of any changes of such stewards. Union stewards shall not be recognized by the State until such lists or changes thereto are received.
- C. Area of Representation – A Union steward's "area of primary representation" is defined as an institution, office, or building. However, the parties recognize that it may be necessary for the Union to assign a steward an area of representation for several small offices, department, or buildings within close proximity. Disputes regarding this paragraph may be appealed directly to Step 3 of the Grievance Procedure (Section 6.9)

2.2 Access

- A. Union stewards, Union staff, and/or elected bargaining unit council representatives may have access to employees to represent them pursuant to Section 2.1 A. above. Access shall not interfere with the work of the employees. Union stewards, Union staff, or elected bargaining unit council representatives seeking access to employees must notify the department head or designee in advance of the visit.
- B. Access to bargaining unit employees shall not be unreasonably withheld; however, it may be restricted for reasons of safety, security, or patient care including patient privacy. If access is restricted, other reasonable accommodations shall be made.

2.3 Use of State Equipment

- A. Union stewards shall be permitted reasonable use of State phones to make calls for Union representation purposes; provided, however, that such use of State phones shall not incur additional charges to the State or interfere with the operation of the State.

- B. Union Stewards shall be permitted minimal and incidental use of State equipment for representational activities as defined in Section 2.1, if said equipment is available and utilized as a normal part of his/her duties. Such use of State equipment shall not result in additional costs to the State, nor shall it interfere with the conduct of State business.
- C. Use of State equipment or the time used for activities permitted in this section shall be subject to prior notification and approval by the employee's immediate supervisor.

2.4 Distribution of Union Information

- A. The Union may use existing employee organization bulletin boards to post materials related to Union business. Upon mutual agreement between an authorized Union representative and the department, Union bulletin boards will be where they are accessible to employees. When required in advance, the Union shall reimburse the State for additional costs incurred. A copy of all materials posted must be distributed to the facility or office supervisor at the time of posting.
- B. The Union may, before or after work hours or during meal and rest periods, distribute Union literature. Distribution of Union information shall not be unreasonably denied or disrupt the work of others. However, if access for distribution of information is restricted for safety, security, or patient care including patient privacy, other reasonable accommodation will be made in accordance with department procedures.
- C. The Union may continue to use existing employee mailboxes and in-baskets for distribution of literature. Such information will be distributed to departmental employees based on the department's policies and procedures in distributing other non-business information.
- D. The Union agrees that any literature posted or distributed on site will not be libelous, obscene, defamatory, or of a partisan political nature.
- E. The Union shall be permitted incidental and minimal use of State electronic communication systems for communication of Union activities as the departments permit for other non-business purposes.
- F. The use of electronic communication systems (devices) are not considered private or secure information and are subject to being monitored by the department.

2.5 Use of State Facilities

The State will continue to permit use of certain facilities for Union meetings, subject to the operating needs of the State. Requests for use of such State facilities shall be made in advance to the appropriate State official. When required in advance, the Union shall reimburse the State for additional expenses, such as security, maintenance, and facility management costs or utilities, incurred as a result of the Union's use of such State facilities.

2.6 Steward Time Off

Upon request of an aggrieved employee, a steward shall be allowed reasonable time off during working hours, without loss of compensation, for representational purposes in accordance with Section 2.1 A. of this Contract, provided the employee represented is in the steward's designated area of representation. Release time for these purposes is subject to prior notification and approval by the steward's immediate supervisor. Upon mutual agreement of the parties, a reasonable number of additional stewards can also be granted reasonable time off under this section.

2.7 Employee Time Off

Employees shall be entitled to reasonable time off without loss of compensation to confer with a Union representative on representational matters at the work site in accordance with Section 2.2 above during work hours, subject to approval of the employee's supervisor.

2.8 Union Steward Protection

The State shall be prohibited from imposing or threatening to impose reprisals, from discriminating or threatening to discriminate against Union stewards, or otherwise interfering with, restraining, or coercing Union stewards because of the exercise of any rights given by this Contract.

2.9 Union Information Packets

Upon initial appointment to any position as a probationary or permanent employee, the employee shall be informed by the employer that the Union is the recognized employee organization for the employee in said classification. The State shall present the employee with a packet of Union information which has been supplied by the Union.

2.10 Orientation

- A. During any regularly scheduled orientation session for new employees, a Union staff member or designee shall be given the opportunity to meet with bargaining unit employees for fifteen (15) minutes for orientation of the employees to the Contract and the Union.
- B. In work locations not accessible to regularly scheduled departmental orientation, each new bargaining unit employee shall be given the opportunity to meet with a union representative for fifteen (15) minutes during normal working hours for orientation to the Contract and the Union.

2.11 Bargaining Unit Chair Time Off

The appropriate bargaining unit chair or vice chair, not both, shall suffer no loss in his/her regular compensation for attendance at scheduled bargaining unit negotiations with management during the term of this Contract.

ARTICLE 3 – UNION SECURITY

3.1 Union Security

The State agrees to deduct and transmit to the Union all membership dues authorized on a form provided by the Union. Effective with the beginning of the first pay period following ratification of this Contract by the Legislature and the Union, the State agrees to calculate, deduct, and transmit to the Union, Fair Share fees from State employees who do not have membership dues deductions for the Union, based upon an amount or formula furnished by the Union for Fair Share fees deductions. The State further agrees to recalculate, deduct, and transmit Fair Share fees to the Union based upon any revised amounts or formulas furnished by the Union for Fair Share fees deductions during the term of this Contract. The State and the Union agree that a system of authorized dues deductions and a system of Fair Share fee deductions shall be operated in accordance with Government Code Sections 3513(h), 3513(j), 3515, 3515.6, 3515.7, and 3515.8, subject to the following provisions:

1. When Fair Share fees are in effect, an employee may withdraw from membership in the Union by sending a signed withdrawal letter to the Union with a copy to the State Controller at any time. An employee who so withdraws his/her membership shall be subject to paying a Fair Share fee, if such a fee is applicable.
2. The Union agrees to indemnify, defend, and hold the State and its agents harmless against any claims made of any nature and against any suit instituted against the State arising from this section and the deductions arising therefrom.
3. The Union agrees to annually notify all State employees who pay Fair Share fees of their right to demand and receive from the Union a return of part of that fee pursuant to Government Code Section 3515.8.
4. No provisions of this section or any disputes arising thereunder shall be subject to the grievance and arbitration procedure contained in this Contract.
5. Should a recession election be successful, the written authorization for payroll deductions for Union membership shall remain in full force and effect during the life of this contract except that any employee may withdraw from the Union by sending a signed withdrawal letter to the Union with a copy of the State Controller's Office within thirty (30) calendar days prior to the expiration of this Contract.

3.2 Release of Home Addresses: Non Law Enforcement Employees

A. Home Addresses - Generally

1. Consistent with PERB regulations and State law, the State shall continue to provide the Union with home addresses on a monthly basis for all employees covered by this Contract until it expires.
2. Notwithstanding any other provision of this Contract, any employee may have his/her home address withheld from the Union at any time by submitting a written request to his/her appointing power on a form provided by the State.

B. Home Address Withholding

The State will no longer use an Employee Action Request form that provides employees with the option of having their home address withheld from the Union. Instead, bargaining unit employees will, upon request on their own initiative, be given a separate form by their appointing power that permits two choices: (1) withhold their address from the Union, or (2) to cancel a previous withhold request thereby permitting release of their home address to the Union.

C. Home Address Withhold Notification to Employees

Within one month following ratification of this Contract by both parties, the State will send a letter drafted by the Union to all existing employees that have previously requested their home address be withheld. The letter will provide said employees with the option of canceling their previous withhold request thereby permitting release of their home address to the Union.

D. Release and Use of Addresses

The State Controller's Office shall send the Union a list of all Bargaining Unit 1, 3, 4, 11, and 15 employees who, pursuant to subsection C. above, either did not respond or responded by indicating they wanted to continue withholding their home address from the Union. Said list(s) will contain the employee's name, agency, and reporting unit.

E. Home Address Mailings by the State

The State will mail Union information once per year to the home address of bargaining unit employees who have requested their home address be withheld from the Union. Said material shall be provided by the Union. The cost of this mailing shall be paid for by the Union. The Union agrees to hold the State harmless for any annual mail that does not reach Bargaining Unit 1, 3, 4, 11, or 15 employees.

F. Address Confidentiality

Employee work and home addresses shall be maintained as confidential by the Union. The Union shall take all reasonable steps to ensure the security of work and home addresses, and shall not disclose or otherwise make them available to any person, entity, or organization.

G. Costs Reimbursable

The Union agrees to pay necessary and reasonable costs incurred by the State Controller's Office to produce the necessary name/home/work address tape file on a monthly basis.

H. Hold Harmless and Indemnification

Notwithstanding any other provision of this Contract, the Union agrees to jointly defend this section and to hold the State of California, its subdivisions, and agents harmless in defending challenges of any nature arising as a result of this section of the Contract.

I. Nature of Material

The Union agrees that any literature mailed to employees by the State will not be libelous, obscene, defamatory, or of a partisan political nature or constitute a solicitation of any product or service unrelated to representation by the Union, including that provided by and mailed on behalf of the Union. Advertisements or articles in Union provided material involving partisan politics shall not be considered of a partisan political nature or constitute a solicitation of any product or service for the purposes of this Contract.

ARTICLE 4 – STATE’S RIGHTS

- A. Except for those rights which are abridged or limited by this Contract, all rights are reserved to the State.
- B. Consistent with this Contract, the rights of the State shall include, but not be limited to, the right to determine the mission of its constituent departments, commissions, and boards; to maintain efficiency of State operation; to set standards of service; to determine, consistent with Article VII of the Constitution, the Civil Service Act, and rules pertaining thereto, the procedures and standards of selection for employment and promotion, layoff, assignment, scheduling and training; to determine the methods, means, and personnel by which State operations are to be conducted; to take all necessary action to carry out its mission in emergencies; to exercise control and discretion over the merits, necessity, or organization of any service or activity provided by law or executive order. The State has the right to make reasonable rules and regulations pertaining to employees consistent with this Contract, provided that any such rule shall be uniformly applied to all affected employees who are similarly situated.
- C. This Article is not intended to, nor may it be construed to, contravene the spirit or intent of the merit principle in State employment, nor limit the rights of State Civil Service employees provided by Article VII of the State Constitution or bylaws and rules enacted thereto. Any matters which concern the application of the merit principle to State employees are exclusively within the purview of those processes provided by Article VII of the State Constitution or bylaws and rules enacted thereto.

ARTICLE 5 – GENERAL PROVISIONS

5.1 No Strike

- A. During the term of this Contract, neither the Union nor its agents nor any employee, for any reason, will authorize, institute, aid, condone, or engage in a work slowdown, work stoppage, strike, or any other interference with the work and statutory functions or obligations of the State.
- B. The Union agrees to notify all of its officers, stewards, chief stewards, and staff of their obligation and responsibility for maintaining compliance with this section, including the responsibility to remain at work during any activity which may be caused or initiated by others, and to encourage employees violating this section to return to work.

5.2 No Lockout

No lockout of employees shall be instituted by the State during the term of this Contract.

5.3 Individual Agreements Prohibited

The State shall not negotiate with or enter into memoranda of understanding or adjust grievances or grant rights or benefits not covered in this Contract to any employee unless such action is with Union concurrence.

5.4 Savings Clause

Should any provision(s) of this Contract be found unlawful by a court of competent jurisdiction or invalidated by subsequently enacted legislation, the remainder of the Contract shall continue in force. Upon occurrence of such an event, the parties shall meet and confer as soon as practical to renegotiate the invalidated provision(s).

5.5 Reprisals

The State and the Union shall be prohibited from imposing or threatening to impose reprisals by discriminating or threatening to discriminate against employees, or otherwise interfering with, restraining, or coercing employees because of the exercise of their rights under the Ralph C. Dills Act or any right given by this Contract. The principles of agency shall be liberally construed.

5.6 Supersession

The following enumerated Government Code Sections and all existing rules, regulations, standards, practices and policies which implement the enumerated Government Code Sections are hereby incorporated into this Contract. However, if any other provision of this Contract alters or is in conflict with any of the Government Code Sections enumerated below, the Contract shall be controlling and supersede said Government Code Sections or parts thereof and any rule, regulation, standard, practice or policy implementing such provisions. The Government Code Sections listed below are cited in Section 3517.6 of the Ralph C. Dills Act.

A. Government Code Sections

1. General
 - 19824 Establishes monthly pay periods.
 - 19839 Provides lump sum payment for unused vacation accrued or compensating time off upon separation.
 - 19888 Specifies that service during an emergency is to be credited for vacation, sick leave, and MSA.
2. Step Increases
 - 19829 Requires DPA to establish minimum and maximum salaries with intermediate steps.

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| | 19832 | Establishes annual Merit Salary Adjustments (MSA's) for employees who meet standards of efficiency. |
| | 19834 | Requires MSA payments to qualifying employees when funds are available. |
| | 19835 | Provides employees with the right to cumulative adjustments for a period not to exceed two years when MSA's are denied due to lack of funds. |
| | 19836 | Provides for hiring at above the minimum salary limit in specified instances. |
| | 19837 | Authorizes rates above the maximum of the salary range when a person's position is downgraded. (Red Circle Rates) |
| 3. | Vacations | |
| | 19856 | Requires DPA to establish rules regulating vacation accrual for part-time employees and those transferring from one State agency to another. |
| | 19863 | Allows vacation use while on temporary disability (due to work-incurred injury) to augment paycheck. |
| | 19991.4 | Provides that absence of an employee for a work-incurred compensable injury or disease is considered continuous service for the purpose of the right to vacation. |
| 4. | Sick Leave | |
| | 19859 | Defines amount earned and methods of accrual for full-time and part-time employees. |
| | 19863 | Allows sick leave use while on temporary disability (due to work-incurred injury) to augment paycheck. |
| | 19863.1 | Provides sick leave credit while employee is on industrial disability leave and prescribes how it may be used. |
| | 19864 | Allows the DPA to provide by rule for sick leave without pay for employees who have used up their sick leave with pay. |
| | 19991.4 | Provides that absence of an employee for a work-incurred compensable injury or disease is considered continuous service for the purpose of the right to sick leave. |
| 5. | Uniforms, Work Clothes, and Safety Equipment | |
| | 19850.4 | Provides for work clothes for purposes of sanitation or cleanliness to be maintained and owned by the State. |
| 6. | Industrial Disability Leave (IDL) | |
| | 19869 | Defines who is covered. |

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| | 19870 | Defines "IDL" and "full pay". |
| | 19871 | Provides terms of IDL coverage in lieu of workers' compensation temporary disability payment. |
| | 19871.1 | Provides for continued benefits while on IDL. |
| | 19872 | Prohibits payment of temporary disability or sick leave pay to employees on IDL. |
| | 19873 | Inapplicability of retraining and rehabilitation provisions of Labor Code to employees covered by IDL. |
| | 19874 | Allows employees to receive workers' compensation benefits after exhaustion of IDL benefits. |
| | 19875 | Requires three-day waiting period, unless hospitalized or disability more than fourteen (14) days. |
| | 19876 | Payments contingent on medical certification and vocational rehabilitation. |
| | 19877 | Authorizes DPA to adopt rules governing IDL. |
| | 19877.1 | Sets effective date. |
| 7. | Non-Industrial Disability Insurance (NDI) | |
| | 19878 | Definitions. |
| | 19879 | Sets the amount of benefits and duration of payment. |
| | 19880 | Sets standards and procedures. |
| | 19880.1 | Allows employee option to exhaust vacation prior to NDI. |
| | 19881 | Bans NDI coverage if employee is receiving unemployment compensation. |
| | 19882 | Bans NDI coverage if employee is receiving other cash payment benefits. |
| | 19883 | Provides for discretionary deductions from benefit check, including employer contributions; employees do not accrue sick leave or vacation credits or service credits for any other purpose. |
| | 19884 | Filing procedures; determination and payment of benefits. |
| | 19885 | Authorizes DPA to establish rules governing NDI. |
| 8. | Life Insurance | |
| | 20796 | Provides for employer contributions. |
| | 21600 | Establishes group term life insurance benefits. |
| | 21604 | Provides for Death Benefit from CalPERS. |
| | 21605 | Sets Death Benefit at \$5,000 plus 50 percent of one year's salary. |

- 9. Health Insurance
 - 22816 Provides for continuation of health plan coverage during leave of absence without pay.
 - 22825 Provides for employee and employer contribution.
 - 22825.1 Sets employer contribution.
- 10. Workweek
 - 19851 Sets 40-hour workweek and 8-hour day.
- 11. Overtime
 - 19844 Directs DPA to establish rules regarding cash compensation and compensating time off.
 - 19848 Permits the granting of compensating time off in lieu of cash compensation within twelve (12) calendar months after overtime worked.
 - 19849 Requires DPA to adopt rules governing overtime and the appointing power to administer and enforce them.
 - 19863 Allows use of accumulated compensable overtime while on temporary disability (due to work-incurred injury) to augment paycheck.
- 12. Deferred Compensation
 - 19993 Allows employees to deduct a portion of their salary to participate in a deferred compensation plan.
- 13. Relocation Expenses
 - 19841 Provides relocation expenses for involuntary transfer or promotion requiring a change in residence.
- 14. Travel Expenses
 - 19820 Provides reimbursement of travel expenses for officers and employees of the State on State business.
 - 19822 Provides reimbursement to State for housing, maintenance and other services provided to employees.
- 15. Unpaid Leaves of Absence
 - 19991.2 Allows the appointing power to grant a two-year leave for service in a technical cooperation program.
 - 19991.4 Provides that absence of an employee for work incurred compensable injury or disease is considered as continuous service for purposes of salary adjustments, sick leave, vacation or seniority.
 - 19991.6 Provides one year of pregnancy leave or less as required by a permanent female employee.

16. Performance Reports
 - 19992.2 Requires the appointing power to prepare performance reports and show them to the employee.
17. Involuntary Transfers
 - 19841 Provides relocation expenses for involuntary transfer or promotion requiring a change in residence.
 - 19994.1 Authorizes involuntary transfers. Requires 60-day prior written notice when transfer requires change in residence.
 - 19994.2 Allows seniority to be considered when two or more employees are in a class affected by involuntary transfers which require a change in residence.
18. Demotion and Layoff
 - 19997.2 Provides for subdivisional layoffs in a State agency subject to DPA approval. Subdivisional reemployment lists take priority over others.
 - 19997.3 Requires layoffs according to seniority in a class, except for certain classes in which employee efficiency is combined with seniority to determine order of layoff.
 - 19997.8 Allows demotion in lieu of layoff.
 - 19997.9 Provides for salary at maximum step on displacement by another employee's demotion provided such salary does not exceed salary received when demoted.
 - 19997.10 An employee displaced by an employee with return rights may demote in lieu of layoff.
 - 19997.11 Establishes reemployment lists for laid-off or demoted employees.
 - 19997.12 Guarantees same step of salary range upon recertification after layoff or demotion.
 - 19997.13 Requires 30-day written notice prior to layoff and not more than 60 days after seniority computed.
 - 19998 Employees affected by layoff due to management-initiated changes should receive assistance in finding other placement in State service.
19. Incompatible Activities
 - 19990 Requires each appointment power to determine activities which are incompatible, in conflict with, or inimical to their employees' duties; provides for identification of and prohibits such activities.

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|-----|----------|--|
| 20. | Training | |
| | 19995.2 | Provides for counseling and training programs for employees whose positions are to be eliminated by automation, technological or management-initiated changes. |
| | 19995.3 | Provides for Department of Rehabilitation to retrain and refer disabled State employees to positions in State service. |

5.7 Non-Discrimination

- A. No State employee shall be discriminated against in State employment on the basis of race, color, religion, creed, age, sex, national origin, ancestry, marital status, sexual orientation, political affiliation, or physical or mental disability consistent with applicable State and Federal law.
- B. At the employee's discretion, allegations of discrimination or failure to provide reasonable accommodation for physical or mental disability Act may be subject to the grievance procedure up to the third level, or may be appealed to the State Personnel Board through the existing State Equal Employment Opportunity (EEO) complaint process, and/or the Department of Fair Employment and Housing, and/or the Federal Equal Employment Opportunity Commission. The filing of a grievance is not mandatory and neither the filing or non-filing of a grievance shall not be construed as a waiver of an employee's right to maintain a separate, private cause of action.
- C. No employee shall be subject to retaliation or threats of retaliation, nor shall any employee be restrained, coerced or otherwise interfered with in the exercise of his/her rights under this section. Alleged retaliation may be subject to the grievance and arbitration procedure in Article VI.

5.8 Sexual Harassment

- A. No State employee shall be subject to sexual harassment. The State agrees to take such actions as necessary to ensure that this purpose is achieved, and shall post a statement of its commitment to this principle at all work sites.
- B. At the employee's discretion, allegations of sexual harassment may be subject to the grievance procedure up to the third level, or may be appealed to the State Personnel Board through the existing State Equal Employment Opportunity (EEO) complaint process, and/or the Department of Fair Employment and Housing, and/or the Federal Equal Employment Opportunity Commission. The filing of a grievance is not mandatory and neither the filing or non-filing of a grievance shall be construed as a waiver of an employee's right to maintain a separate, private cause of action.
- C. No employee shall be subject to retaliation or threats of retaliation, nor shall any employee be restrained, coerced or otherwise interfered with in the exercise of his/her rights under this section. Alleged retaliation may be subject to the grievance and arbitration procedure in Article 6.

5.9 Joint Labor/Management Committee on Discrimination (JLMCD)

- A. A joint labor/management committee on discrimination will meet to discuss issues relating to maintaining a discrimination-free state workplace. The committee shall prioritize topics and prepare a report with recommendations on each issue listed below prior to commencement and discussion of the subsequent issue. Therefore the JLMCD shall discuss the following issues:
- Departmental practices on upward mobility.
 - Departmental practices on the hiring and selection process.
 - Need for statewide uniform training programs relating to cultural and disability awareness, the discrimination complaint process, prohibitions against retaliation, and related topics.
 - Assess current remediation strategies which address employment discrimination in departments and make recommendations to improve practices.
- B. The committee's tasks shall be as follows:
1. Consult with the State Personnel Board (SPB) in regard to the relationship of discrimination to adverse actions, departmental equal employment opportunity programs, and current processes that deal with discrimination complaints.
 2. Access available data that identifies and measures discrimination in the workplace.
 3. Call upon experts in the field to help the committee analyze the extent of discrimination in the workplace as well as work with the committee to develop recommendations.
 4. Develop resource material that supports a discrimination-free state workplace for use by departments and employees.
 5. Provide the report findings and recommendations to the Director of the Department of Personnel Administration, the Director of the Civil Service Division of CSEA, and the Director of the State Personnel Board.
- C. The committee shall begin meeting within 120 days after ratification of this Contract. The committee shall meet on a quarterly basis. By mutual agreement of the committee chairs, State release time may be requested of the appointing authority or designee for necessary work to support the committee's efforts between quarterly meetings. Such release time shall not be unreasonably denied.
- D. The committee will consist of an equal number of Union and State representatives. Each bargaining unit may have one Union/employee representative on the committee. Selected members shall be representative of groups protected by the Federal and State civil rights legislation.

The State agrees that the Union representatives will serve and participate on the committee without a loss of compensation. The committee will be co-chaired by one of the Union's representatives, along with a co-chair representing the State.

5.10 Labor/Management Committees

Upon mutual agreement of the department head or designee and the Union, a Labor/Management Committee may be established to address specific or ongoing issues.

Such committees may be established according to the following guidelines:

1. The committees will consist of equal numbers of management representatives selected by the department head or designee and Union representatives selected by the Union.
2. Committee recommendations, if any, will be advisory in nature.
3. Labor/Management Committee meetings shall not be considered contract negotiations and shall not be considered a substitute for the grievance procedure.
4. Employees who participate on such a committee will suffer no loss in compensation for attending meetings of the Committee.

5.11 Dignity Clause

The State is committed to providing a workplace where all employees, regardless of their classification or pay status, are treated by supervisors and managers in a manner that maintains generally accepted standards of human dignity and courtesy. Employees alleging they have not been treated accordingly may process a complaint up to the department head or designee.

ARTICLE 6 – GRIEVANCE AND ARBITRATION PROCEDURES

6.1 Purpose

- A. This grievance procedure shall be used to process and resolve grievances arising under this Contract and employment-related complaints.
- B. The purposes of this procedure are:
 1. To resolve grievances informally at the lowest possible level.
 2. To provide an orderly procedure for reviewing and resolving grievances promptly.

6.2 Definitions

- A. A grievance is a dispute of one or more employees, or a dispute between the State and the Union, involving the interpretation, application, or enforcement of the express terms of this Contract.
- B. A complaint is a dispute of one or more employees involving the application or interpretation of a written rule or policy not covered by this Contract and not under the jurisdiction of the State Personnel Board. Complaints shall only be processed as far as the department head or designee.

- C. As used in this procedure, the term "immediate supervisor" means the individual identified by the department head.
- D. As used in this procedure, the term "party" means the Union, an employee, or the State.
- E. A "Union representative" refers to a Union steward or staff representative or a bargaining unit council representative.

6.3 Time Limits

Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. Every effort should be made to complete action within the time limits contained in the grievance procedure. However, with the mutual consent of the parties, the time limitation for any step may be extended.

6.4 Waiver of Steps

The parties may mutually agree to waive any step of the grievance procedure.

6.5 Presentation

At any step of the grievance procedure, the State representative may determine it desirable to hold a grievance conference. If a grievance conference is scheduled, the grievant or a Union steward, or both, may attend without loss of compensation. A Union representative or job steward may request a meeting at the first or second step.

6.6 Informal Discussion

An employee's grievance initially shall be discussed with the employee's immediate supervisor. Within seven (7) calendar days, the immediate supervisor shall give his/her decision or response.

6.7 Formal Grievance – Step 1

- A. If an informal grievance is not resolved to the satisfaction of the grievant, a formal grievance may be filed no later than twenty-one (21) calendar days after employee can reasonably be expected to have known of the event occasioning the grievance.
- B. A formal grievance shall be initiated in writing on a form provided by the State and shall be filed with the person designated by the department head as the first formal level of appeal. Said grievance shall include a statement as to the alleged violation, the specific act(s) causing the alleged violation and the specific remedy or remedies being sought.
- C. Within twenty-one (21) calendar days after receipt of the formal grievance, the person designated by the department head as the first formal level of appeal shall respond in writing to the grievance.
- D. No contract interpretation or grievance settlement made at this stage of the grievance procedure shall be considered precedential. All interpretations and settlements shall be consistent with the provisions of this Contract.

6.8 Formal Grievance – Step 2

- A. If the grievant is not satisfied with the decision rendered pursuant to Step 1, the grievant may appeal the decision within twenty-one (21) calendar days after receipt to the department head or designee.
- B. Within twenty-one (21) calendar days after receipt of the appealed grievance, the department head or designee shall respond in writing to the grievance. A copy of the written response shall be sent concurrently to the CSEA, Local 1000, SEIU, CSD, 1108 "O" Street, Sacramento, CA 95814.

6.9 Formal Grievance – Step 3

- A. If the grievant is not satisfied with the decision rendered at Step 2, the grievant may appeal the decision within thirty (30) calendar days after receipt to the Director of the Department of Personnel Administration or designee. The Union shall concurrently send a copy of the grievance appeal cover letter to the affected Department(s).
- B. Within thirty (30) calendar days after receipt of the appealed grievance, the Director of the Department of Personnel Administration or designee shall respond in writing to the grievance.

6.10 Response

If the State fails to respond to a grievance within the time limits specified for any step, the grievant shall have the right to appeal to the next step.

6.11 Formal Grievance – Step 4

- A. If the grievance is not resolved at Step 3, within thirty (30) calendar days after receipt of the third level response, the Union shall have the right to submit the grievance to arbitration. If the grievance is not submitted to Arbitration within 30 calendar days after receipt of the third level response, it shall be considered withdrawn.
- B. Within seven (7) calendar days after the second notice requesting arbitration has been served on the State or at a date mutually agreed to by the parties, the parties shall meet to select an impartial arbitrator. If no agreement is reached at this meeting, the parties shall, immediately and jointly, request the American Arbitration Association, State Conciliation and Mediation Service, or the Federal Mediation and Conciliation Service to submit to them a panel of ten arbitrators from which the State and the Union shall alternately strike names until one name remains and this person shall be the arbitrator. If the second notice is not received within six (6) months of the receipt of the third-level response, the request for arbitration is withdrawn.
- C. The arbitration hearing shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association. The cost of arbitration shall be borne equally between the parties.
- D. An arbitrator may, upon request of the Union and the State, issue his/her decision, opinion, or award orally upon submission of the arbitration. Either party may request that the arbitrator put his/her decision, opinion, or award in writing and that a copy be provided.

- E. The arbitrator shall not have the power to add to, subtract from, or modify this Contract. Only grievances as defined in Section 6.2 A. of this Article shall be subject to arbitration. In all arbitration cases, the award of the arbitrator shall be final and binding upon the parties.

6.12 Health and Safety Grievances

- A. It is the policy of the State employer to enforce safety and health, policies, procedures, and work practices and protect employees from harm in connection with State operations.
- B. To this end, the parties agree that it is in their mutual best interest to endeavor to make the work site free from situations, circumstances, or conditions that constitute an immediate and recognizable threat to the health and safety of employees.
- C. It is the intent of this Health and Safety Grievance Procedure to ensure a prompt response to employees who feel that a situation exists which constitutes an immediate and recognizable threat to their health and safety.
- D. When an employee in good faith believes that he/she is being required to work where an immediate and recognizable threat to his/her health and safety exists, he/she will so notify his/her supervisor. The supervisor will immediately assess the situation, direct any necessary corrective action to eliminate any immediate and recognizable threat to the employee's health and safety, and either direct the employee to temporarily perform some other task or direct the employee to proceed with his/her assigned duties. If the Union or the employee still believe the immediate and recognizable threat to his/her health and safety exists, the Union or the employee may file a grievance alleging a violation of this section at Step 2 of the grievance procedure as follows:
 - 1. Health and Safety Grievance – Step 2
 - a. If the grievant is not satisfied with the decision rendered by his/her supervisor, the grievant may appeal the decision in writing, within five (5) calendar days after receipt of the decision to the department head or designee as the second level of appeal.
 - b. The person designated by the department head as the second level of appeal shall respond to the grievance in writing within fourteen (14) calendar days. A copy of the written response shall be sent concurrently to the CSEA, Local 1000, SEIU, CSD, 1108 "O" Street, Sacramento, CA 95814.
 - 2. Health and Safety Grievance – Step 3
 - a. If the grievant is not satisfied with the decision rendered pursuant to Step 2, the grievant may appeal the decision in writing, within five (5) calendar days, after receipt of the decision to the Department of Personnel Administration (DPA) as the third level of appeal. The Union shall concurrently send a copy of the appeal to the affected Department(s).
 - b. The Director of the Department of Personnel Administration or designee shall respond to the grievance in writing within fourteen (14) calendar days.

- c. If the grievance is not resolved at Step 3 within twenty-four (24) hours after receipt of the third step response, the Union shall have the right to submit the grievance to arbitration.
- d. The arbitration shall take place no later than fourteen (14) days following the Union's request unless the parties mutually agree otherwise.
- e. Arbitration shall be in accordance with Section 6.11 B. of this Article unless otherwise provided.

6.13 Grievance Review

Upon request, the State shall meet monthly with the Union in an attempt to settle and resolve grievances. The parties shall agree at least two weeks prior to each meeting on the agenda and who shall attend.

ARTICLE 7 - HOLIDAYS

- A. Full-time and part-time employees shall be entitled to such observed holidays with pay as provided below, in addition to any official State holidays declared by the Governor.
- B. Holidays shall include January 1, the third Monday in January, February 12, the third Monday in February, March 31, the last Monday in May, July 4, the first Monday in September, the second Monday in October, November 11, Thanksgiving Day, the day after Thanksgiving, and December 25. The holidays are observed on the actual day they occur with the following exceptions:
 - (1) When November 11 falls on a Saturday, full-time and part-time employees shall be entitled to the preceding Friday as a holiday with pay.
 - (2) When a holiday falls on Sunday, full-time and part-time employees shall be entitled to the following Monday as a holiday with pay.
 - (3) If an employee's work schedule encompasses four (4) or more hours on the holiday, the employee will be compensated in accordance with this Article. An employee shall receive compensation for only the observed or actual holiday, not both.
- C. Upon completion of six (6) months of his/her initial probationary period in State service, a full-time or part-time employee shall be entitled to one (1) personal holiday per fiscal year. The personal holiday shall be credited to each full-time and part-time employee on the first day of July.
- D. The department head or designee may require five (5) days advance notice before a personal holiday is taken and may deny use subject to operational needs. When an employee is denied use of a personal holiday, the department head or designee may allow the employee to reschedule the personal holiday or shall, at the department's discretion, allow the employee to either carry the personal holiday to the next fiscal year or cash out the holiday on a straight time (hour-for-hour) basis.

- E. The department head or designee shall make a reasonable effort to grant an employee use of his/her personal holiday on the day of his/her desire subject to operational need.
- F. When an observed holiday falls on an employee's regularly scheduled day off, employees shall accrue up to eight (8) hours of holiday credit per said holiday. If an employee is required to work on an observed holiday, the employee shall be compensated at a premium rate in accordance with paragraph G, I or J below.
- G. When a full-time employee in Work Week Group 2 is required to work on an observed holiday, the employee shall receive eight hours of holiday credit and one and one-half ($1\frac{1}{2}$) the hourly rate for all hours worked on the observed holiday, compensable by holiday credit, cash or compensatory time off (CTO). The method of compensation shall be at the State's discretion.
- H. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of a holiday shall be considered as time worked by the employee.
- I. Work Week Group E or SE Employees: When an observed holiday falls on an employee's regularly scheduled day off, employees shall accrue up to eight (8) hours of holiday credit per said holiday. If the employee is required to work on an observed holiday, the employee shall receive eight (8) hours of holiday credit and four (4) hours of informal time off.
- J. Part-time employees in Work Week Group 2 who are required to work on an observed holiday shall be entitled to compensation as follows: a pro-rated amount of holiday credit as specified in paragraph K below, and one and one-half the hourly rate for all hours worked on the observed holiday, compensable by holiday credit, cash or CTO. The method of compensation shall be at the State's discretion.
- K. Employees in Work Week Group 2 who are required to work overtime on a holiday shall be paid for all hours worked in excess of forty (40) hours in a regular workweek in accordance with the provisions of Section 19.2, in addition to the premium rate described in paragraph G or J above.

L. Employees shall receive compensation for holidays in accordance with the following:

**CHART FOR COMPUTING VACATION, SICK LEAVE, AND
HOLIDAY CREDITS FOR ALL FRACTIONAL TIME BASE EMPLOYEES
SUPERCEDES ACCRUAL RATES IN MANAGEMENT MEMORANDUM 84-20-1**

TIME BASE	HOURS OF MONTHLY VACATION CREDIT PER VACATION GROUP									HOURS OF MONTHLY SICK LEAVE AND HOLIDAY CREDIT
	7	10	11	12	13	14	16	17	18	SL/HOL 8
9/10	6.30	9.00	9.90	10.80	11.70	12.60	14.40	15.30	16.20	7.20
7/10	4.90	7.00	7.70	8.40	9.10	9.80	11.20	11.90	12.60	5.60
3/10	2.10	3.00	3.30	3.60	3.90	4.20	4.80	5.10	5.40	2.40
1/10	0.70	1.00	1.10	1.20	1.30	1.40	1.60	1.70	1.80	0.80
7/8	6.13	8.75	9.63	10.50	11.38	12.25	14.00	14.88	15.75	7.00
3/4	5.25	7.50	8.25	9.00	9.75	10.50	12.00	12.75	13.50	6.00
5/8	4.38	6.25	6.88	7.350	8.13	8.75	10.00	10.63	11.25	5.00
1/2	3.50	5.00	5.50	6.00	6.50	7.00	8.00	8.50	9.00	4.00
3/8	2.63	3.75	4.13	4.50	4.88	5.25	6.00	6.38	6.75	3.00
1/4	1.75	2.50	2.75	3.00	3.25	3.50	4.00	4.25	4.50	2.00
1/8	0.88	1.25	1.38	1.50	1.63	1.75	2.00	2.13	2.25	1.00
4/5	5.60	8.00	8.80	9.60	10.40	11.20	12.80	13.60	14.40	6.40
3/5	4.20	6.00	6.60	7.20	7.80	8.40	9.60	10.20	10.80	4.80
2/5	2.80	4.00	4.40	4.80	5.20	5.60	6.40	6.80	7.20	3.20
1/5	1.40	2.00	2.20	2.40	2.60	2.80	3.20	3.40	3.60	1.60

An employee can only earn up to a maximum of eight (8) hours holiday credit per holiday, regardless of the number of positions the employee holds within State service.

- M. Holiday Credit may be requested and taken in fifteen (15) minute increments.
- N. An employee shall be allowed to carry over unused holiday credits or be paid for the unused holiday credits, at the discretion of the department head or designee.
- O. Upon termination from State employment, an employee shall be paid for unused holiday credit.
- P. In the event that traditional, but unofficial holidays (e.g., Mother's Day, Father's Day), or religious holidays (e.g., Easter or Yom Kippur) fall on an employee's scheduled workday, the employee shall have the option to request the use of annual leave, accrued vacation, holiday credits, personal leave or CTO time, in order to secure the day off. The department head or designee shall make a reasonable effort to grant an employee the day off subject to operational need.
- Q. The parties will jointly develop a holiday compensation training program for departments.

ARTICLE 8 – LEAVES

8.1 Vacation Leave

- A. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying monthly pay periods of continuous service, all full-time employees covered by this section shall receive a one-time vacation bonus of forty-two (42) hours of vacation credit. Thereafter, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following month as follows:

7 months to 3 years	7 hours per month
37 months to 10 years	10 hours per month
121 months to 15 years	12 hours per month
181 months to 20 years	13 hours per month
20 years and over	14 hours per month

An employee who returns to State service after an absence of six (6) months or longer, caused by a permanent separation, shall receive a one-time vacation credit on the first monthly pay period following completion of six (6) qualifying pay periods of continuous service in accordance with the employee's total State service before and after the absence.

- B. A full-time employee who has eleven (11) or more working days of service in a monthly pay period shall earn vacation credits as set forth under Item A. above. Absences from State service resulting from a temporary or permanent separation for more than eleven (11) consecutive working days which fall into two consecutive qualifying pay periods shall disqualify the second pay period.
- C. Employees working less than full-time accrue vacation in accordance with the chart shown in Section 7 L. of this Contract.
- D. Vacation credits may be taken in fifteen (15) minute increments.

- E. Employees are authorized to use existing fractional vacation hours that may have been accumulated.
- F. Upon termination from State employment, the employee shall be paid for accrued vacation credits for all accrued vacation time.
- G. Subject to operational needs, the time when vacation shall be taken by the employee shall not be unreasonably denied. Employee vacation requests shall be submitted and granted or denied in writing in a timely manner. Vacations can only be cancelled when unanticipated operational needs require it.
- H. Vacation requests must be submitted in accordance with departmental policies on this subject. However, when two (2) or more employees on the same shift (if applicable) in a work unit (as defined by each department head or designee) request the same vacation time and approval cannot be given to all employees requesting it, employees shall be granted their preferred vacation period in order of seniority (defined as total months of State service in the same manner as vacation is accumulated). When two (2) or more employees have the same amount of State service, department seniority will be used to break the tie. Vacation schedules, which have been established in a work unit, pursuant to the seniority provisions in this Article, shall not be affected by employee(s) entering the unit after the schedule has been established.
- I. By June 1 of each calendar year those employees whose vacation balance exceeds, or could exceed by December 31, the vacation cap of Section 8.1 J. must submit to their supervisor for approval a plan to use vacation to bring their balance below the cap. If the employee fails to submit a plan, or adhere to an approved plan, the department head or designee has the right to order an employee to take sufficient vacation to reduce the employee's vacation balance or potential balance on December 31 below the cap specified in Section 8.1 J.
- J. If an employee does not use all of the vacation that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year to a maximum of 400 hours (with Annual Leave 640 hours). A department head or designee shall permit an employee to carry over more than 400 hours (with Annual Leave 640 hours) of accrued vacation leave hours if an employee was unable to reduce his/her accrued hours because the employee: (1) was required to work as a result of fire, flood, or other extensive emergency; (2) was assigned work of a priority or critical nature over an extended period of time; (3) was absent on full salary for compensable injury; (4) was prevented by department regulations from taking vacation until December 31 because of sick leave; or (5) was on jury duty.

8.2 Sick Leave

- A. As used in this section, "sick leave" means the necessary absence from duty of an employee because of:
 - 1. Illness or injury, including illness or injury relating to pregnancy;
 - 2. Exposure to a contagious disease which is determined by a physician to require absence from work;

3. Dental, eye, and other physical or medical examination or treatment by a licensed practitioner;
 4. Absence from duty for attendance upon the employee's ill or injured mother, father, husband, wife, domestic partner (as defined in accordance with Family Code Section 297), son, daughter, brother, sister, or any person residing in the immediate household. Such absence shall be limited to six (6) workdays per occurrence or, in extraordinary situations, to the time necessary for care until physician or other care can be arranged.
- B. A full-time employee who has eleven (11) or more working days of service in a monthly pay period shall be eligible for up to eight (8) hours of sick leave credit. On the first day of the monthly pay period following completion of each qualifying pay period of service, each full-time employee shall earn eight (8) hours of credit for sick leave with pay.
- C. Credit for less than full-time employees shall be computed as follows:
1. Part-time employees. On the first day of the monthly pay period following completion of each monthly pay period of continuous service, each part-time employee shall be allowed, on a pro rata basis, the fractional part of his/her appropriate accrual rate of credit for sick leave with pay in accordance with the schedule in Article 7.
 2. Multiple positions under this rule:
 - a. An employee holding a position in State service in addition to the primary full-time position with the State shall not receive credit for sick leave with pay for service in the additional position;
 - b. Where an employee holds two (2) or more "less than full-time positions," the time worked in each position shall be combined for purposes of computing credits for sick leave with pay, but such credits shall not exceed the amount earned for (8 hours per pay period) full-time employment credit.
- D. The department head or designee shall approve sick leave only after having ascertained that the absence is for an authorized reason and may require the employee to submit substantiating evidence including, but not limited to, a physician's or licensed practitioner's verification. The State recognizes the confidential nature of the relationship between the health care provider and patient. However, such substantiation shall include, but not be limited to, the general nature of the employee's illness or injury and prognosis (i.e., the anticipated length of the absence, any restrictions upon return to work that prevent the employee from performing the full range of his/her normal work assignment and anticipated future absences). If the department head or designee does not consider the evidence adequate, the request for sick leave shall be disapproved. Upon request, a denial of sick leave shall be in writing stating the reason for denial.
- E. An employee may be required to provide a physician's or licensed practitioner's verification of sick leave when:
1. The employee has a demonstrable pattern of sick leave abuse; or

2. The supervisor has good reason to believe the absence was for an unauthorized reason. A supervisor has good reason if a prudent person would also believe the absence was for an unauthorized reason.
- F. Sick leave may be accumulated without limit.
 - G. Sick leave may be requested and taken in fifteen (15) minute increments.
 - H. A full-time employee whose continuity of employment is broken by a permanent separation of six (6) months or longer and is subsequently reemployed cannot be credited with any unused sick leave accumulated prior to the employee's separation and the full-time employee must complete one month of continuous service before being granted one day of sick leave credit. In addition, when a full-time employee has a break in the continuity of employment because of a permanent separation of less than six (6) months or because of a temporary separation, the full-time employee's prior unused sick leave balance is restored.
 - I. When an employee's sick leave balance is zero, other leave credits such as vacation, CTO, PLP, personal holiday, or holiday leave may be substituted with the supervisor's approval, and shall not be unreasonably denied.

8.3 Bereavement Leave

- A. A department head or designee shall authorize bereavement leave with pay for a permanent or probationary full-time State employee due to the death of his/her parent, stepparent, spouse, domestic partner (as defined in accordance with Family Code Section 297), child, brother, sister, stepchild, or death of any person residing in the immediate household of the employee at the time of death. An intervening period of absence for medical reasons shall not be disqualifying when, immediately prior to the absence, the person resided in the household of the employee. Such bereavement leave shall be authorized for up to three eight-hour days (24 hours) per occurrence. The employee shall give notice to his/her immediate supervisor as soon as possible and shall, if requested by the employee's supervisor, provide substantiation to support the request upon the employee's return to work.
- B. A department head or designee shall authorize bereavement leave with pay for a permanent full-time or probationary full-time employee due to the death of his/her grandchild, grandparent, aunt, uncle, niece, nephew, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, or immediate family members of domestic partners as defined in paragraph A. above. Such bereavement leave shall be authorized for up to three (3) eight-hour days (24 hours) in a fiscal year. The employee shall give notice to his/her immediate supervisor as soon as possible and shall, if requested by the employee's supervisor, provide substantiation to support the request.
- C. If the death of a person as described above requires the employee to travel over 400 miles one way from his/her home, additional time off with pay shall be granted for two (2) additional days which shall be deducted from accrued leave. Should additional leave be necessary, the department head or designee may authorize the use of other existing leave credits or authorized leave without pay. Any such request shall not be arbitrarily or unreasonably denied.

- D. Employees may utilize their annual leave, vacation, CTO, or any other earned leave credits for additional time required in excess of time allowed in A. or B. above. Sick leave may be utilized for Bereavement Leave in accordance with sick leave provision of this Contract in Section 8.2. Any such request shall not be arbitrarily or unreasonably denied.
- E. Fractional time base (part-time) employees will be eligible for bereavement leave on a pro rata basis, based on the employees' fractional time base. (See schedule in Article 7.)

8.4 Parental Leave

- A. A female permanent employee shall be entitled, upon request, to an unpaid leave of absence for purposes of pregnancy, childbirth, recovery therefrom or care for the newborn child for a period not to exceed one (1) year. The employee shall provide medical substantiation to support her request for pregnancy leave. The request must include the beginning and ending dates of the leave and must be requested no later than thirty (30) calendar days after the birth of the child. Any changes to the leave, once approved, are permissive and subject to the approval of the department head or designee.
- B. A male spouse or male parent or domestic partner (as defined in accordance with Family Code Section 297), who is a permanent employee, shall be entitled, upon request, to an unpaid leave of absence for a period not to exceed one (1) year to care for his/her newborn child. The employee shall provide medical substantiation to support his/her request for parental leave. The request must include the beginning and ending dates of the leave and must be requested no later than thirty (30) calendar days after the birth of the child. Any changes to the leave, once approved, are permissive and subject to the approval of the department head or designee.
- C. If the request for parental leave is made more than thirty (30) calendar days after the birth of the child, a permissive unpaid leave of absence may be considered by the department head or designee.
- D. During the period of time an employee is on parental leave, he/she shall be allowed to continue their health, dental, and vision benefits. The cost of these benefits shall be paid by the employee and the rate that the employee will pay will be the group rate.

8.5 Adoption Leave

- A. A department head or designee shall grant a permanent employee's request for an unpaid leave of absence for the adoption of a child for a period not to exceed one (1) year. The employee may be required to provide substantiation to support the employee's request for adoption leave.
- B. During the period of time an employee is on adoption leave, he/she shall be allowed to continue their health, dental, and vision benefits. The cost of these benefits shall be paid by the employee and the rate that the employee will pay will be the group rate.

- C. Existing leave credits may be used for the purpose of assuming custody of the adopted child.

8.6 Union Leave

- A. The Union shall have the choice of requesting an unpaid leave of absence or a paid leave of absence (Union leave) for a Union bargaining council representative, steward, or chief job steward. An unpaid leave of absence may be granted by the State pursuant to the unpaid leave of absence provisions in this Contract. A Union leave may also be granted during the term of this Contract at the discretion of the affected department head or designee in accordance with the following:
 - 1. The Union leave shall normally be requested on a State approved form fourteen (14) calendar days prior to the date of the leave.
 - 2. The Union leave request form shall be signed by either the Civil Service Division Director or the Deputy Director and no other signature will be honored by the State.
 - 3. A Union leave shall assure an employee the right to his/her former position upon termination of the leave. The term "former position" is defined in Government Code Section 18522.
 - 4. The Union agrees to reimburse the affected department(s) for the full amount of the affected employee's salary, plus an additional amount equal to 35 percent (35%) of the affected employee's salary, for all the time the employee is off on a Union leave, within 60 days of billing. Disputes regarding reimbursement shall be resolved through the arbitration process.
 - 5. The affected employee shall have no right to return from a Union leave earlier than the agreed upon date without the approval of the employee's appointing power.
 - 6. Except in emergencies or layoff situations, a Union leave shall not be terminated by the department head or designee prior to the expiration date.
 - 7. Employees on a Union leave shall suffer no loss of compensation or benefits.
 - 8. Whether or not time for a Union leave is counted for merit purposes shall be determined by the State Personnel Board and such determination shall not be grievable or arbitrable.
 - 9. Employees on Union leave under this provision and the Union shall waive any and all claims against the State for Workers' Compensation and Industrial Disability Leave.
 - 10. In the event an employee on a Union leave, as discussed above, files a Workers' Compensation claim against the State of California or any agency thereof, for an injury or injuries sustained while on a Union leave, the Union agrees to indemnify and hold harmless the State of California or agencies thereof, from both workers' compensation liability and any costs of legal defense incurred as a result of the filing of the claim.

8.7 Unpaid Leave of Absence

- A. A department head or designee may grant an unpaid leave of absence for a period not to exceed one (1) year. The employee shall provide substantiation to support the employee's request for an unpaid leave of absence.
- B. Except as otherwise provided in subsection C. below, an unpaid leave of absence shall not be granted to any employee who is accepting some other position in State employment; or who is leaving State employment to enter other outside employment; or does not intend to, nor can reasonably be expected to, return to State employment on or before the expiration of the unpaid leave of absence. A leave, so granted, shall assure an employee the right to his/her former position upon termination of the leave. The term "former position" is defined in Government Code Section 18522.
- C. An unpaid leave of absence may be granted for, but not limited to, the following reasons:
 - 1. Union activity;
 - 2. For temporary incapacity due to illness or injury;
 - 3. To be loaned to another governmental agency for performance of a specific assignment;
 - 4. To seek or accept other employment during a layoff situation or otherwise lessen the impact of an impending layoff;
 - 5. Education;
 - 6. Research project;
 - 7. Personal or family matters; or
 - 8. Run for public office.
- D. Extensions of an unpaid leave of absence may be requested by the employee and may be granted by the department head or designee.
- E. A leave of absence shall be terminated by the department head or designee (1) at the expiration of the leave; or (2) prior to the expiration date with written notice at least thirty (30) workdays prior to the effective date of the revocation.

8.8 Transfer of Leave Credits, Work and Family Program (Catastrophic Leave)

The parties agree with the importance of family members in the lives of State employees, as recognized by the Joint Labor/Management Work and Family Advisory Committee.

- A. Upon request of an employee and upon approval of a department director or designee, leave credits (CTO, personal leave, annual leave, vacation, personal day, and/or holiday credit) shall be transferred between family members, in accordance with departmental procedures, for issues relating to Family Medical Leave, parental leave or adoption leave as indicated in the relevant articles of this Contract. Donations may be made by a child, parent, spouse, domestic partner (as defined in

accordance with Family Code Section 297), brother, sister, or other person residing in the immediate household.

- B. Upon request of an employee and upon approval of a department director or designee, leave credits (CTO, personal leave, annual leave, vacation, personal day, and/or holiday credit) shall be transferred from one or more employees to another employee, in accordance with the departmental policies, when the receiving employee faces financial hardship due to injury or the prolonged illness of the employee, employee's child, parent, spouse, domestic partner (as defined in accordance with Family Code Section 297), spouse's or domestic partner's parent, brother, sister, or other person residing in the immediate household.
- C. For the purposes of transferring leave credits the following definitions shall apply:
 - 1. Sick leave credits cannot be transferred;
 - 2. The receiving employee has exhausted all leave credits;
 - 3. The donations must be a minimum of one (1) hour and thereafter, in whole hour increments and credited as vacation or annual leave. Special School exempt employees may transfer personal days to another Special School exempt employee in accordance with Section 23.4, Personal Days - Special Schools except that such transferred days shall be credited as personal days;
 - 4. Personal holiday must be transferred in one day increments (Personal holiday donations shall be made pursuant to the donating employee's time base.);
 - 5. Transfer of annual leave, personal leave, vacation, CTO, personal day, and holiday credits shall be allowed to cross departmental lines in accordance with the policies of the receiving department;
 - 6. The total leave credits received by the employee shall normally not exceed three (3) months; however, if approved by the appointing authority, the total leave credits received may be six (6) months;
 - 7. Donations shall be made on a form to be supplied by the State, signed by donating employee, and verified by the donating department. When donations are used, they will be processed based on date and time received (first in, first used). Unused donations shall be returned to the appropriate donor;
 - 8. This section is not subject to the Grievance and Arbitration Article of the Contract.

8.9 Catastrophic Leave - Natural Disaster

Upon request of an employee and upon approval of a department director or designee, leave credits (CTO, vacation, personal leave, annual leave, personal day, and/or holiday credit) shall be transferred from one or more employees to another employee, in accordance with departmental policies, under the following conditions:

- A. Sick leave credits cannot be transferred;
- B. When the receiving employee faces financial hardship due to the effect of the natural disaster on the employee's principal residence;

- C. The receiving employee has exhausted all vacation, annual leave, and CTO credits and resides in one of the counties where a State of Emergency exists as declared by the Governor;
- D. The donations must be a minimum of one (1) hour and thereafter, in whole hour increments and credited as vacation. Special School exempt employees may transfer personal days to another Special School exempt employee in accordance with Section 23.4, Personal Days - Special Schools except that such transferred days shall be credited as personal days;
- E. Personal holiday must be transferred in one (1) day increments. (Personal holiday donations shall be made pursuant to the donating employee's time base);
- F. Transfer of annual leave, vacation, personal leave, CTO, personal day, and holiday credits shall be allowed to cross departmental lines in accordance with the policies of the receiving department;
- G. The total leave credits received by the employee shall normally not exceed three (3) months; however, if approved by the appointing authority, the total leave credits received may be six (6) months;
- H. Donations shall be made on a form to be supplied by the State, signed by the donating employee, and verified by the donating department. When donations are used, they will be processed based on date and time received (first in, first used). Unused donations shall be returned to the appropriate donor;
- I. This section is not subject to the Grievance and Arbitration Article of this Contract.

8.10 Release Time for State Civil Service Examinations

- A. Employees who are participating in a State civil service examination shall be granted reasonable time off without loss of compensation to participate in an examination if the examination has been scheduled during his/her normal work hours and the employee has provided reasonable (normally two working days) notice to his/her supervisor. For the purposes of this section, hiring interviews for individuals certified from employment lists, individuals on SROA lists seeking transfers, or individuals seeking transfers in departments where the department head or designee determines the department is in a layoff mode shall be considered part of the examination process. The State shall attempt to accommodate a shift change request from an employee who is scheduled to work a graveyard shift on the day of a State Personnel Board examination.
- B. Authorized release time for reasonable travel time to and from the examination site may be granted by the department.

8.11 Release Time for State Personnel Board Hearings

Upon two (2) working days advance notice, the State shall provide reasonable time off without loss of compensation for a reasonable number of employees to attend hearings conducted by the California State Personnel Board during the employee's normal work hours provided that the employee is either (1) a party to the hearing proceedings, e.g., an appellant, or (2) is specifically affected by the results of the hearing and has been scheduled to appear or testify before the State Personnel Board. The State shall attempt to accommodate a shift change request from an employee involved in (1) or (2) above on the day of a State Personnel Board hearing.

8.12 Leave Credits Upon Transfer in State Service

All employees shall, upon transfer in State service, transfer with all accumulated vacation, annual leave, personal leave, personal days, and sick leave credits.

8.13 Court Appearance and/or Subpoenas

- A. If an employee is served with a subpoena which compels his/her presence as a witness and the employee is not a party to the legal action or an expert witness, the employee shall be granted a leave of absence with pay. Such pay shall be in the amount of the difference between the employee's regular pay and any amount he/she receives for such appearance. In no case shall this amount exceed the employee's regular pay.
- B. In the event an employee is a party to a legal action, the employee shall, upon reasonable notice and the approval of the immediate supervisor, be granted the use of his/her accrued CTO, personal, annual, vacation or unpaid leave.
- C. Upon request, and subject to operational needs, an employee on an alternate work schedule or shift other than Monday – Friday, 8am to 5pm may be placed on an existing work schedule or shift that coincides with the time he/she is required to be available in accordance with the provisions of A. above.

8.14 Jury Duty

- A. An employee shall be allowed such time off without loss of compensation as is required in connection with mandatory jury duty. Upon receiving notice of jury duty an employee shall immediately provide a copy of the notice to his/her supervisor.
- B. If payment is made for such time off, the employee is required to remit to the State jury fees received. If an employee elects to use accrued vacation leave or compensating time off while on jury duty, the employee is not required to remit jury fees. For the purposes of this section, "jury fees" means fees received for jury duty excluding payment for mileage, parking, meals, or other out-of-pocket expenses.
- C. For an employee summoned to jury duty during hours other than the employee's regular and customary shift, management will endeavor to temporarily reassign the employee to a work shift that more closely coincides with the hours the employee is required to serve on jury duty, including any necessary travel time, subject to the following:

1. The department already maintains an appropriate work shift that utilizes the employee's classification; and
 2. The operational needs of the department permit such reassignment.
- D. An employee shall be allowed time off without loss of compensation if approved by the department head or designee for voluntary jury duty such as grand jury. If approved by the department, paragraphs B. and C. apply.
- E. For the purpose of this section, an employee summoned to jury duty may be required to adjust their work shift to an eight (8) hour schedule.
- F. An employee summoned to jury duty who does not serve for a full day or who is placed on "on-call" status shall return to work to complete his/her scheduled workday if reasonable time remains for such return. An employee may not be required to report back to work if he/she feels there is not reasonably enough time left in the workday and if the employee's supervisor concurs. Concurrence will not be unreasonably withheld.

8.15 Personal Leave Program

- A. Personal Leave shall be requested and used by the employee in the same manner as vacation or annual leave. Requests to use Personal Leave must be submitted in accordance with departmental policies on vacation or annual leave. Employees may not be required to use Personal Leave credits.
- B. At the discretion of the State, all or a portion of unused Personal Leave credits may be cashed out at the employee's salary rate at the time the Personal Leave payment is made. It is understood by both parties that the application of this cash-out provision may differ from department to department and from employee to employee. Departments shall consider an employee's request to retain leave credits for future use rather than have the leave cashed out. Upon termination from State employment, the employee shall be paid for unused Personal Leave credits in the same manner as vacation or annual leave. Cash-out or lump-sum payment for any Personal Leave credits shall not be considered as "compensation" for purposes of retirement. If funds become available for the Personal Leave Program, departments will offer employees the opportunity to cash out accrued Personal Leave.
- C. If any dispute arises about this Personal Leave section, an employee may file a grievance and the decision reached at Step 3 (Department of Personnel Administration) of the grievance procedure shall be final and not subject to the arbitration clause of this Contract.
- D. Personal Leave credits shall not be counted towards the 1,734/1,934 hours of compensation for Special School employees subject to the State Special Schools 10-Month Compensation Agreement.

8.16 Family Medical Leave Act (FMLA)

- A. The State acknowledges its commitment to comply with the spirit and intent of the leave entitlement provided by the FMLA and the California Family Rights Act (CFRA) referred to collectively as "FMLA." The State and the Union recognize that on occasion it will be necessary for employees of the State to take job-protected leave

for reasons consistent with the FMLA. As defined by the FMLA, reasons for an FMLA leave may include an employee's serious health condition, for the care of a child, spouse, domestic partner (as defined in Family Code Section 297), or parent who has a serious health condition, and/or for the birth or adoption of a child.

- B. For the purposes of providing the FMLA benefits the following definitions shall apply:
1. An eligible employee means an employee who meets the eligibility criteria set forth in the FMLA;
 2. An employee's child means any child, regardless of age, who is affected by a serious health condition as defined by the FMLA and is incapable of self care. "Care" as provided in this section applies to the individual with the covered health condition;
 3. An employee's parent means a parent or an individual standing in loco parentis as set forth in the FMLA;
 4. Leave may include paid sick leave, vacation, annual leave, personal leave, catastrophic leave, holiday credit, excess hours, and unpaid leave. In accordance with the FMLA, an employee shall not be required to use CTO credits, unless otherwise specified by Section 8.8 of this Contract.
 - a. FMLA absences due to illness and/or injury of the employee or eligible family member, may be covered with the employee's available sick leave credits and catastrophic leave donations. Catastrophic leave eligibility and sick leave credit usage for a FMLA leave will be administered in accordance with Section 8.8 and 8.2 of this Contract.
 - b. Other leave may be substituted for the FMLA absence due to illness and/or injury, at the employee's discretion. An employee shall not be required to exhaust all paid leave, before choosing unpaid leave, unless otherwise required by Section 8.8 of this Contract.
 - c. FMLA absences for reasons other than illness and/or injury (i.e., adoption or care of an eligible family member), may be covered with leave credits, other than sick leave, including unpaid leave, at the employee's discretion. Except in accordance with Section 8.8 of this Contract, an employee shall not be required to exhaust all leave credits available before choosing unpaid leave to cover an FMLA absence.
- C. An eligible employee shall provide certification of the need for an FMLA leave. Additional certification may be requested if the department head or designee has reasonable cause to believe the employee's condition or eligibility for FMLA leave has changed. The reasons for the additional certification request shall be provided to the employee in writing.
- D. An eligible employee shall be entitled to a maximum of twelve (12) workweeks (480 hours) FMLA leave per calendar year and all other rights set forth in the FMLA. This entitlement shall be administered in concert with the other leave provisions in Article 8 of this Contract. Nothing in this Contract should be construed to allow the State to provide less than that provided by the FMLA.

- E. Within 90 days of the ratification date of this Contract, and on January 1 of each year thereafter, FMLA leave shall be recorded in accordance with the calendar year. Each time an employee takes an FMLA leave, the remaining leave entitlement is any balance of the twelve (12) workweeks that has not been used during the current calendar year. Employees who have taken FMLA leave under the previous 12 month rolling period, shall be entitled to additional leave up to a total of 12 weeks for the current calendar year.
- F. An employee on FMLA leave has a right to be restored to his/her same or "equivalent" position (FMLA) or to a "comparable" position (CFRA) with equivalent pay, benefits, and other terms and conditions of employment.
- G. For the purposes of computing seniority, employees on paid FMLA leave will accrue seniority credit in accordance with the Department of Personnel Administration Rules 599.608 and 599.609.
- H. Any appeals regarding an FMLA decision should be directed to the department head or designee. FMLA is a Federal law and administered and enforced by the Department of Labor, Employment Standards Administration, Wage and Hour Division. The State's CFRA is a State law which is administered and enforced by the Department of Fair Employment and Housing. FMLA/CFRA does not supersede any Article of this Contract which provides greater family and medical leave rights. This section is not subject to grievance or arbitration.

8.17 Mentoring Leave

- A. Eligible employees may receive up to forty (40) hours of "mentoring leave" per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities. "Mentoring leave" is paid leave time which may only be used by an employee to mentor. This leave does not count as time worked for purposes of overtime. "Mentoring leave" may not be used for travel to and from the mentoring location.
- B. An employee must use an equal number of hours of his or her personal time (approved annual leave, vacation, personal leave, personal holiday, or CTO during the workday and/or personal time during non-working hours) prior to requesting "mentoring leave." For example, if an employee requests two (2) hours of "mentoring leave," he or she must have used two (2) verified hours of his or her personal time prior to receiving approval for the "mentoring leave." "Mentoring leave" does not have to be requested in the same week or month as the personal time was used. It does, however, have to be requested and used before the end of the calendar year.
- C. Prior to requesting mentoring leave and in accordance with departmental policy, an employee shall provide his or her supervisor with verification of personal time spent mentoring from the mentoring organization.
- D. Requests for approval of vacation, CTO, and/or annual leave for mentoring activities are subject to approval requirements in this contract and in existing departmental policies. Requests for approval of mentoring leave are subject to operational needs of the State, budgetary limits, and any limitations imposed by law.
- E. In order to be eligible for "mentoring leave," an employee must:

1. Have a permanent appointment;
 2. Have successfully completed their initial probationary period; and
 3. Have committed to mentor a child or youth through a mentoring organization that meets the quality assurance standards in accordance with the California Mentor Program Directory, under the guidance of the California Department of Alcohol and Drug Programs, for a minimum of one school year. (Most programs are aligned with the child's normal school year, however, there may be some that are less or more. Department management may make exceptions to the one school year commitment based on the mentor program that is selected.)
- F. An employee is not eligible to receive "mentoring leave" if:
1. He or she is assigned to a "post" position in the Departments of Corrections or Youth Authority; or
 2. He or she works in a level of care position in the Departments of Developmental Services, Mental Health, Education or Veterans' Affairs.
- G. Permanent part-time and Permanent Intermittent employees may receive a pro-rated amount of Mentoring leave based upon their time base. For example, a half time employee is eligible for twenty (20) hours of Mentoring leave per calendar year, whereas an intermittent employee must work a qualifying monthly pay period (equivalent to 160 hours) to earn 3.3 hours of Mentoring leave.
- H. Any appeals and/or disputes regarding this section shall be handled in accordance with the Complaint procedure specified in Article 6 of this Contract.

8.18 Work and Family Participation

A. Family Activity

Subject to operational needs and reasonable notice to the employer, employees shall be permitted to use accrued leave credits (vacation, annual leave, personal holiday, holiday credits, CTO) for the purpose of attending school or non-school family-related activities such as sports events, recitals, 4-H, etc., in which the employee's child is participating.

However, use of such leave shall not diminish an employee's entitlement under the Family School Partnership Act (Labor Code 230.8) to, upon reasonable notice to the employer, use up to eight (8) hours per month but not to exceed forty (40) hours per calendar year of accrued leave credits (vacation, annual leave, personal holiday, holiday credits, CTO) for the purpose of attending school or pre-school related activities in which the employee's child is participating.

Family is defined as the employee's son, daughter, or any child the employee stands in loco parentis (to the child).

Employee leave requests for family activities shall be in accordance with the appropriate departmental procedures.

B. Family Crisis

Subject to operational needs, and upon reasonable notice to the employee's immediate supervisor, employees shall be eligible to use accumulated leave credits for the purpose of dealing with family crisis situations (e.g., divorce counseling, family or parenting conflict management, family care urgent matters and/or emergencies). If the employee has exhausted available leave credits, the employee may request unpaid leave.

Family is defined as the parent, stepparent, spouse, domestic partner (as defined in accordance with Family Code Section 297), child, grandchild, grandparent, brother, sister, stepchild, or any person residing in the immediate household.

If eligible, any family crisis leave that meets the definition of serious health condition will run concurrently with Subsection 8.16 of this contract, Family and Medical Leave Act.

The State shall consider requests from employees to adjust work hours or schedules or consider other flexible arrangements consistent with a department's operational needs and the provisions of this Contract.

Employee requests related to family crisis or domestic violence shall be in accordance with departmental procedures and, except in emergencies, shall be made with reasonable notice to the employee's immediate supervisor.

The State shall maintain the confidentiality of any employee requesting accommodation under this section, but may require substantiation to support the employee's request.

8.19.15 Department of Developmental Services Vacation Scheduling System for Common Level of Care (LOC) Nursing Staff in Bargaining Unit 15

- A. On October 1 of each year, each unit/work location shall post a vacation calendar in a prominent place readily available to Bargaining Unit 15 (Hospital Worker), employees. For the a.m. and p.m. shifts, the calendar shall clearly indicate by unit/work location (as defined by the program management) and shift, the number of LOC employees that may be on vacation on each day of the upcoming year. For the NOC shift, the calendar shall indicate by program, the number of employees that may be on vacation on each day of the upcoming year. The posted vacation time shall be sufficient to permit all employees on each shift to have a vacation sometime during the year. Non-Client residential programs are exempt from coverage but will be governed by terms and conditions provided under the Agreement.
- B. During the period of October 1 to October 31, all employees, without regard to Bargaining Unit classification or seniority, may sign up for no more than two (2) vacation periods for the upcoming calendar year. Each vacation period shall be for consecutive days. The two (2) vacation periods combined shall not exceed thirty-two (32) days of vacation days scheduled off during the vacation year, and any one vacation period shall not exceed twenty-four (24) vacation days scheduled off. Each vacation period shall be separated by at least twenty-two (22) days worked.

1. Vacation requests shall not exceed the employees' accrued vacation time balance at the time(s) the vacation(s) is taken.
 2. No other accumulated/accrued time shall be authorized for the purpose of requesting vacation time off.
 3. During the above period, Management will not intervene to resolve conflicts in the vacation requests.
- C. Beginning November 1 and ending the close of November 30, those employees with overlapping vacation requests that would result in exceeding the authorized vacation posting shall be notified. These employees will be given the opportunity to modify their vacation choices through discussion and compromise among the affected employees. Where these discussions do not result in compromise and agreement among the affected employees, the most senior employees' vacation request shall prevail if the employees are in the same bargaining unit. Conflicts between employees of different bargaining units shall be resolved by lot (coin toss). If an employee does not obtain his/her bid vacation, he/she will be provided the same duration of time off as bidden, as determined by management, or the employee may bid on the remaining unbid vacation time.
- D. On December 7, program management shall post the vacation calendar for the upcoming vacation year.
- E. Program management shall post an ad hoc calendar on a quarterly basis for the purpose of identifying potential time slots.

The calendar shall be posted on or about December 20 for the January/March quarter and by the 20th day of the last month of each quarter thereafter.

1. Program management shall maintain full and unabridged discretion to determine the time slot(s) available on the ad hoc calendars and shall maintain full and unabridged prerogatives to add or delete ad hoc time slot(s) that have not been approved off.
 2. The ad hoc calendar shall not be construed as an additional vacation calendar, but as contingent and tentative time slot(s) subject to cancellation for operational needs.
 3. The ad hoc time slot(s) shall be obtained on a first-come, first-served basis without regard to what type of employee time accrual is used to request the time slot(s) off.
- F. When an employee cancels a vacation period, the State shall make a reasonable effort to make all or part of the time available on the ad hoc calendar.
- G. A reasonable effort shall be made to honor vacation time when an employee transfers to another position within the facility. If it cannot be honored, the employee will be guaranteed the equivalent time off at another time, as determined by management.
- H. Nothing in this agreement shall prevent program management from granting additional time in excess of the ad hoc calendar.

- I. If an ad hoc time slot is available, an employee who elects to use a personal holiday, it shall be granted if the request is made at least five (5) calendar days in advance.

8.20.15 Department of Mental Health Vacation Scheduling in Bargaining Unit 15

- A. On October 1 of each year, each program or other work location shall post a vacation calendar in a prominent place. The calendar shall indicate by program and shift the number of employees that may be on vacation on each day of the upcoming calendar year. The posted vacation time shall be sufficient to permit all employees on each shift to have an opportunity to take a vacation.
- B. Between October 15 and November 15, employees shall be called upon in order of seniority to bid, subject to available posted vacation dates, one or two vacation period(s) for the upcoming calendar year as follows:
 1. For one vacation period, it must be consecutive days not to exceed thirty-two (32) days of vacation days scheduled off during the vacation year.
 2. For two (2) vacation periods, each vacation period shall be for consecutive days. The two (2) vacation periods combined shall not exceed thirty-two (32) vacation days scheduled off during the vacation year, and any one-vacation period shall not exceed twenty-four (24) vacation days scheduled off. Each vacation period shall be separated by at least twenty-two (22) days worked.

As each employee chooses his/her vacation period, that vacation period shall be entered in ink on the appropriate vacation calendar. For the purpose of the Subsection, an employee's chosen vacation period may not exceed the employee's accrued vacation time balance at the time the vacation is to be taken.

- C. Beginning December 1, employees may select time off on a first-come first-served basis from the remaining posted dates. If such selection is at least ten (10) calendar days prior to the first selected day off, the selection shall be granted. For use of the personal holiday, such selection from the remaining posted dates shall be granted if made at least five (5) days in advance. Requests for time off with less than ten (10) calendar days notice may be granted. For the purpose of this Subsection, an employee may use vacation, CTO, holiday time, or personal holiday. Based on the operational needs of the State, additional dates may be added to, or vacant dates may be deleted from, the vacation calendar. For the purpose of this Subsection, should two (2) or more employees simultaneously request the same time off and all requests cannot be granted, employees shall be granted their preferred time off by lot.
- D. Employees who successfully bid a vacation during the period mentioned in Subsection D; October 15 through November 15, and are subsequently involuntarily transferred from the program or shift on which the vacation was bid shall retain that vacation period should the coinciding vacation dates be available. If there are no available posted dates which coincide with the employee's vacation period and the posted dates cannot be increased, the employee may choose on of the following:
 1. Bid another available vacation period; or

2. Bump previously approved Unit 15 employee(s) time off which was requested after December 1 and is conflicting with the transferring employee's vacation period; or
3. Cancel the vacation.

Vacations scheduled under this Subsection shall be considered to be bid vacation.

- E. Time off under this Section will be cancelled only in the event of emergency or unanticipated staffing shortage. In the event that cancellation becomes necessary, such cancellation shall be in accordance with and in the order of the following:
 1. Volunteers;
 2. Time off requested after December 1, with the last request being the first cancelled;
 3. Bid vacation by inverse seniority.
- F. Nothing in the Section shall prevent the granting of time off in excess of the posting time off.
- G. Vacation calendars shall remain posted for the entire vacation year.
- H. A vacation period or time off which is cancelled by an employee shall become available to other employees on a first-come first-served basis subject to Subsection (C).

ARTICLE 9 – HEALTH AND WELFARE

9.1 Benefit Plans

A. Health Benefit Plans

1. Health Program Description

a. Contribution Amounts

Effective January 1, 2002 through December 31, 2002, the State agrees to pay the following contribution for health benefits. To be eligible for this contribution, an employee must positively enroll in a health plan administered or approved by CalPERS.

- (1) The State shall pay up to \$190.00 per month for coverage for an eligible employee.
- (2) The State shall pay up to \$378.00 per month for coverage of an eligible employee plus one dependent.
- (3) The State shall pay up to \$494.00 per month for coverage of an employee plus two or more dependents.

Effective January 1, 2003, the State agrees to pay the following contribution for health benefits. To be eligible for this contribution, an employee must positively enroll in a health plan administered or approved by CalPERS.

- (1) The State shall pay up to \$190.00 per month for coverage for an eligible employee, plus 2/3 of the January 1, 2003 CalPERS HMO, single-party (employee only) weighted average premium increase.
- (2) The State shall pay up to \$378.00 per month for coverage of an eligible employee plus one dependent, plus 2/3 of the January 1, 2003 CalPERS HMO, two-party (employee plus one dependent) weighted average premium increase.
- (3) The State shall pay up to \$494.00 per month for coverage of an employee plus two or more dependents, plus 2/3 of the January 1, 2003 CalPERS HMO, family (employee plus two or more dependents) weighted average premium increase.

The parties agree that \$5.8 million shall be applied to individual health enrollment amounts for employees in bargaining units 1, 3, 4, 11, and 15 for the months of January through June, 2003. The parties shall meet no later than July 1, 2002 to determine how the money will be shared by bargaining unit employees in applying the amount to individual health enrollments.

- b. The parties agree to work cooperatively with CalPERS and the health plans to control premium increases.

2. Health Benefits Eligibility

a. Employee Eligibility

- (1) For purposes of this section, "eligible employee" shall be defined by the Public Employees' Medical and Hospital Care Act.

b. Permanent Intermittent (PI) Employees

- (1) Initial Eligibility – A permanent Intermittent employee will be eligible to enroll in health benefits during each calendar year if the employee has been credited with a minimum of 480 paid hours in one of two PI control periods. For purposes of this section, the control periods are January 1 through June 30 and July 1 through December 31 of each calendar year. An eligible permanent intermittent employee must enroll in a health benefit plan within 60 days from the end of the qualifying control period.
- (2) Continuing Eligibility – To continue health benefits, a permanent intermittent employee must be credited with a minimum of 480 paid hours in a control period or 960 paid hours in two consecutive control periods.

c. Family Member Eligibility

For purposes of this section, "eligible family member" shall be defined by the Public Employees' Medical and Hospital Care Act and includes domestic partners that have been certified with the Secretary of State's office in accordance with AB 26 (Chapter 588, Statutes of 1999).

9.2 Dental Benefit Plans

A. Contribution Amounts

1. The State agrees to pay the following contributions for dental benefits. To be eligible for this contribution, an employee must positively enroll in a dental plan administered by the Department of Personnel Administration.
 - a. The State shall pay up to \$30.70 per month for coverage of an eligible employee.
 - b. The State shall pay up to \$55.60 per month for coverage of an eligible employee plus one dependent.
 - c. The State shall pay up to \$81.38 per month for coverage of an eligible employee plus two or more dependents.
2. The employee will pay any premium amount for the dental plan in excess of the State's contribution, except that the employee's share of the cost shall not exceed 25 percent (25%) of the total premium.

B. Employee Eligibility

Employee eligibility for dental benefits is the same as that prescribed for health benefits under Section 9.1 of this Contract.

C. Family Member Eligibility

Family member eligibility for dental benefits is the same as that prescribed for health benefits under Section 9.1 of this Contract.

D. Coverage During First 24 Months of Employment

Employees first appointed into State service who meet the above eligibility criteria, will not be eligible for enrollment in the State-sponsored indemnity or preferred provider option plan until they have completed twenty-four (24) months of employment without a permanent break in service, during the 24 month qualifying period. However, if no alternative plan or prepaid plan is available within a 50-mile radius of the employee's residence, the employee will be allowed to enroll in the indemnity or preferred provider option plan.

9.3 Vision Benefit Plan

1. Program Description

The employer agrees to provide a vision benefit to eligible employees and dependents. The vision benefit provided by the State shall have an employee co-payment of \$10 for the comprehensive annual eye examination and \$25 for materials.

2. Employee Eligibility

Employee eligibility for vision benefits is the same as that prescribed for health benefits under Section 9.1 of this Contract.

3. Family Member Eligibility

Family member eligibility for vision benefits is the same as that prescribed for health benefits under Section 9.1 of this Contract.

9.4 Rural Health Care Equity Program

Effective July 1, 2001, the State shall continue a Rural Health Care Equity Program for Bargaining Unit 1, 3, 4, 11 and 15 members, which may be administered in conjunction with a similar program for State employees in other bargaining units, for excluded employees, and for annuitants. The Department of Personnel Administration shall administer any fund involving Bargaining Unit 1, 3, 4, 11 and 15 members.

1. The program shall operate in the following fashion:

- a. The State shall contribute \$1500 per year on behalf of each bargaining unit member (employee) who lives in a defined rural area, as more definitely described in Government Code Section 22825.01.
 - (1) For Bargaining Unit 1, 3, 4, 11 and 15 members payments shall be on a monthly basis.
 - (2) For permanent employees, as in the "Medical Reimbursement Account" situation, the employee does not have to wait for reimbursement of covered medical expenses until the full amount has been deposited.
- b. As to any employee who enters State service or leaves State service during a fiscal year, contributions for such employee shall be made on a pro rata basis. A similar computation shall be used for anyone entering or leaving the bargaining unit (e.g., promotion in mid-fiscal year).
- c. The money shall be available for use as defined in Government Code Section (GC) 22825.01.
- d. A Rural Healthcare Equity Program will be established with a separate account for Bargaining Unit 1, 3, 4, 11 and 15 members, as one of several similar accounts.
- e. Each Unit 1, 3, 4, 11 and 15 employee shall be able to utilize up to \$1500 per fiscal year, pursuant to GC section 22825.01, but with the exceptions for greater utilization hereafter noted. The pro rata limitation pursuant to paragraph 1(b) is applicable here.
- f. If an employee does not utilize the complete \$1500 pursuant to the procedures and limitations described in GC section 22825.01, then the unused monies shall be put in a "same year pool." That same year pool shall be utilized to pay those who have incurred eligible health care expenses in excess of the \$1500, but again according to the procedures and limitations in the statute. The monies in the same year pool would be distributed at the end, or even soon after, each fiscal year to that group of employees who had expenses in excess of \$1500 in the relevant fiscal year. Those monies shall be distributed on a pro tanto (pro rata) basis.

- (1) Any employee not in Bargaining Unit 1, 3, 4, 11 or 15 all year shall receive credit under this paragraph utilizing the same pro rata formula as in paragraph 1(b). above.
- (2) If an employee is entitled to less than \$25 under this paragraph, the money shall instead go into next year's fund pursuant to paragraph g hereafter.
- g. If monies still remain after a distribution to such employees (i.e., all employees who spent more than \$1500 as provided in GC section 22825.01 were completely reimbursed), then those surplus monies shall be rolled over into the next fiscal year's funds available for distribution to employees whose expenses pursuant to the statute exceed \$1500 in such subsequent year. Similar "rollovers" would occur in any years where all employees were completely reimbursed (or had payments made on their behalf) pursuant to GC 22825.01 and monies still remained in the pool.

9.5 Employee Assistance Program

- A. The State recognizes that alcohol, nicotine, drug abuse, and stress may adversely affect job performance and are treatable conditions. As a means of correcting job performance problems, the State may offer referral to treatment for alcohol, nicotine, drug, and stress related problems such as marital, family, emotional, financial, medical, legal, or other personal problems. The intent of this section is to assist an employee's voluntary efforts to treat alcoholism, nicotine use, or a drug-related or a stress-related problem.
- B. Each department head or designee shall designate an Employee Assistance Program Coordinator who shall arrange for programs to implement this section. Employees who are referred to an Employee Assistance Program Coordinator will be referred by the appropriate management personnel. An employee undergoing alcohol, nicotine, drug, or mental health treatment, upon approval, may use accrued sick leave credits, CTO, vacation, and holiday credits for such a purpose. Leave of absences without pay may be granted by the department head or designee upon the recommendation of the Employee Assistance Program Coordinator if all sick leave, holiday credits, vacation, and compensating time off have been exhausted, and the employee is not eligible to use Industrial Disability Leave or Non-Industrial Disability Insurance. A list of all Employee Assistance Program Coordinators and a telephone number to contact the appropriate coordinator shall be furnished to the Union within a timely manner after the execution of this Contract. Changes to such lists and phone numbers shall be promptly furnished to the Union when such changes occur.
- C. The records concerning an employee's referral and/or treatment shall be kept confidential. No manager, supervisor, department director, or coordinator shall disclose the nature of the employee's treatment or the reason for employee's leave of absence. Records of such referrals shall not be kept in the employee's personnel file.
- D. Upon request by the Union, a department which has an internal Employee Assistance Program for its employees will meet to discuss concerns presented by the Union regarding the administration of the program.

9.6 Pre-Tax of Health and Dental Premiums Costs

Employees who are enrolled in any health and/or dental plan which requires a portion of the premium to be paid by the employee, will automatically have their out-of-pocket premium costs taken out of their paycheck before Federal, State, and social security taxes are deducted. Employees who choose not to have their out-of-pocket costs pretaxed, must make an election not to participate in this benefit.

9.7 Pre-retirement Death Continuation of Benefits

- A. Notwithstanding Government Code Section 22777, the State employer shall, upon the death of an employee while in State service, continue to pay employer contributions for health, dental, and vision benefits for a period not to exceed 120 days beginning in the month of the employee's death. The surviving spouse or other eligible family member, if any, shall be advised of all rights and obligations during this period regarding the continuation of health and dental benefits as an annuitant by the California Public Employees' Retirement System. The surviving spouse or eligible family member shall also be notified by the department during this period regarding COBRA rights for the continuation of vision benefits. This section shall apply to represented State employees in bargaining units that have agreed to this provision.

9.8 Joint Union/Management Benefits Advisory Committee

- A. The State and the Union agree to establish a Joint Union/Management Benefits Advisory Committee to review benefits and to make recommendations on cost containment. This committee shall meet, at least, quarterly. Topics may include, but are not limited to, eligibility, cost containment, number and quality of benefits provided, competitiveness among providers, and standardization of benefit design, utilization, promotion, and cost, wellness and health promotion. This committee shall be advisory in nature.
- B. The committee shall be comprised of an equal number of Union and management representatives, the total number to be determined by the Department of Personnel Administration. The committee shall be co-chaired by a labor and management member.
- C. Union members on the committee shall serve without loss of compensation. All other expenses shall be the responsibility of each party participating on this committee.
- D. The Department of Personnel Administration will provide necessary staff to support the committee.

9.9 Presumptive Illness

When required by Cal/OSHA provisions, the State shall provide medical examinations for employees working in occupations which expose them to health risks. Examinations shall be in accordance with Cal/OSHA regulations.

9.10 Employee Injury on the Job

- A. In the event a disabling injury occurs to an employee while on the job, the State agrees to furnish prompt and appropriate transportation to the nearest physician or hospital. If circumstances permit, the employee's personal choice of physician will be utilized. Employees may submit, in writing, their choice of personal physician to be utilized in the event of an injury on the job.
- B. An employee who is directed by his/her supervisor to accompany or transport an injured employee to a physician or medical facility shall suffer no loss of compensation for the time spent.
- C. If the treating physician advises the injured employee to go home or the employee is admitted and remains in a hospital or clinic for treatment, the employee shall be paid for his/her full shift.
- D. The State shall not use the Department of Industrial Relations Rating Bureau's Advisory Rating form as the vehicle to justify removing a worker from his/her normal work assignments.

9.11 Employee Injury or Disability

Employees shall be eligible for Industrial and Non-Industrial Disability Leave as provided in Government Code Sections 19869 through 19885, except as provided in Section 9.12 (Non-Industrial Disability Insurance), Section 9.13 (Enhanced Industrial Disability Leave), and Section 9.17 (Industrial Disability Leave).

9.12 Non-Industrial Disability Insurance

- A. Non-Industrial Disability Insurance (NDI) is a program for State employees who become disabled due to non-work related disabilities as defined by Section 2626 of the Unemployment Insurance Code.
- B. For periods of disability commencing on or after October 1, 1984, eligible employees shall receive NDI payments at 60 percent (60%) of their full pay, not to exceed \$135 per week, payable monthly for a period not exceeding twenty-six (26) weeks for any one disability benefit period. An employee is not eligible for a second disability benefit due to the same or related cause or condition unless they have returned to their regular time base, and work for at least ten (10) consecutive workdays. Paid leave shall not be used to cover the ten (10) workdays.
- C. The employee shall serve a ten (10) consecutive calendar day waiting period before NDI payments commence for each disability. Accrued vacation or sick leave balances may be used to cover this waiting period. The waiting period may be waived when the employee is a registered bed patient in a hospital or nursing home, or receives treatment in a hospital or surgical unit or licensed surgical clinic. Procedure rooms and doctor's offices are not included.
- D. If the employee elects to use vacation, annual leave, personal leave, or sick leave credits prior to receiving NDI payments, he/she is not required to exhaust the accrued leave balance.

- E. Following the start of NDI payments, an employee may, at any time, switch from NDI to sick leave, vacation leave, annual leave, personal leave, or catastrophic leave but may not return to NDI until that leave is exhausted.
- F. In accordance with the State's "return to work" policy, an employee who is eligible to receive NDI benefits and who is medically certified as unable to return to full-time work during the period of his or her disability, may upon the discretion of his or her appointing power work those hours (in hour increments) which, when combined with the NDI benefit, will not exceed 100 percent (100%) of their regular "full pay." This does not qualify the employee for a new disability period under B. of this section. The appointing power may require an employee to submit to a medical examination by a physician or physicians designated by the Director of the Employment Development Department for the purpose of evaluating the capacity of the employee to perform the work of his/her position.
- G. If an employee refuses to return to work in a position offered by the employer under the State's Injured State Worker Assistance Program, NDI benefits will be terminated effective the date of the offer.
- H. Where employment is intermittent or irregular, the payments shall be determined on the basis of the proportionate part of a monthly rate established by the total hours actually employed in the eighteen (18) monthly pay periods immediately preceding the pay period in which the disability begins as compared to the regular rate for a full-time employee in the same group or class. An employee will be eligible for NDI payments on the first day of the monthly pay period following completion of 960 hours of compensated work.
- I. All other applicable Department of Personnel Administration laws and regulations not superseded by these provisions will remain in effect.
- J. Upon approval of NDI benefits, the State may issue an employee a salary advance if the employee so requests.
- K. All appeals of a denial of an employee's NDI benefits shall only follow the procedures in the Unemployment Insurance Code and Title 22. All disputes relating to an employee's denial of benefits are not grievable or arbitrable. This does not change either party's contractual rights, which are not related to the denial of an individual's benefits.

9.13 Enhanced Industrial Disability Leave (EIDL)

- A. An employee working in the Department of Corrections or in the Department of the Youth Authority who loses the ability to work for more than twenty-two (22) workdays as the result of an injury incurred in the official performance of his/her duties may be eligible for financial augmentation to the existing Industrial Disability Leave benefits. Such injury must have been directly and specifically caused by an assault by an inmate, ward, or parolee.

- B. An employee working in the Departments of Developmental Services, Mental Health, or Veterans Affairs, or in the Special Schools in the Department of Education who loses the ability to work for more than twenty-two (22) workdays as the result of an injury incurred in the official performance of his/her duties may be eligible for a financial augmentation to the existing Industrial Disability Leave benefits. Such injury must have been directly and specifically caused by an assault by a resident, patient, student, client, or member.
- C. The EIDL benefits will be equivalent to the injured employee's net take home salary on the date of occurrence of the injury. EIDL eligibility and benefits may continue for no longer than one year after the date of occurrence of injury. For the purposes of this section, "net salary" is defined as the amount of salary received after Federal income tax, State income tax, and the employee's retirement contribution have been deducted from the employee's gross salary. The EIDL benefit will continue to be subject to miscellaneous payroll deductions.
- D. EIDL will apply only to serious physical injuries and any complications directly related medically and attributable to the assault, as determined by the department director or designee. This benefit shall not be applied to either presumptive, stress-related disabilities, or physical disability having mental origin.
- E. The final decision as to whether an employee is eligible for, or continues to be eligible for EIDL, shall rest with the department director or designee. The department may periodically review the employee's condition by any means necessary to determine an employee's continued eligibility for EIDL.
- F. Other existing rules regarding the administration of IDL will be followed in the administration of EIDL.
- G. This section relating to EIDL will not be subject to the arbitration procedure of this Contract.
- H. In circumstances that deviate from paragraphs A, B, and D the Director may consider and grant EIDL on a case-by-case basis when he/she determines the injury was in fact job-related.

9.14 FlexElect Program

- A. The State agrees to provide a flexible benefits program (FlexElect) under Internal Revenue Code Section 125 and related Sections 105(b), 129, and 213(d). All participants in the FlexElect Program shall be subject to all applicable Federal statutes and related administrative provisions adopted by the Department of Personnel Administration. All eligible employees must have a permanent appointment with a time base of half time or more and have permanent status, or if limited-term or temporary authorized (TAU) position, must have mandatory return rights to a permanent position.
- B. Employees who meet the eligibility criteria stated in subsection A. above, will also be eligible to enroll in a Medical Reimbursement and/or Dependent Care Reimbursement account under the FlexElect Program.
- C. The State shall continue its current practice on a cash option in the FlexElect Program.

- D. Permanent Intermittent employees are eligible to participate in the FlexElect Program as described in Article 18 of this Contract.

9.15 Long-Term Care Insurance Plan

- A. Employees are eligible to enroll in any long-term care insurance plan sponsored by the Department of Personnel Administration. The employee's spouse, parents, and the spouse's parents are also eligible to enroll in the plan, subject to the underwriting criteria specified in the plan.
- B. The long-term care insurance premiums and the administrative cost to the Department of Personnel Administration and the State Controller's Office shall be fully paid by the employee and are subject to payroll deductions.

9.16 Temporary Disabled Employees

- A. When an employee claims temporary disability from performing his/her usual and customary duties, and requests modified duties, the State may require medical substantiation of the condition.
- B. Consistent with the State's Reasonable Accommodation Policy, the State shall attempt to provide alternative duties within the individual's medical restrictions and classification, dependent on availability of work and funding.
- C. Any disputes arising out of this section may only be appealed through the State Personnel Board's Reasonable Accommodation Appeals Process. This section is not subject to the grievance and arbitration procedure of this Contract.

9.17 Industrial Disability Leave

- A. For periods of disability commencing on or after January 1, 1993, subject to Government Code Section 19875, eligible employees shall receive IDL payments equivalent to full net pay for the first twenty-two (22) workdays after the date of the reported injury.
- B. In the event that the disability exceeds twenty-two (22) workdays, the employee will receive 66 and 2/3 percent of gross pay from the twenty-third (23rd) workday of disability until the end of the fifty-second (52nd) week of disability. No IDL or payments shall be allowed after two (2) years from the first day (i.e., date) of disability.
- C. The employee may elect to supplement payment from the twenty-third (23rd) workday with accrued leave credits including annual leave, vacation, sick leave, or compensating time off (CTO) in the amount necessary to approximate the employee's full net pay. Partial supplementation will be allowed, but fractions of less than one (1) hour will not be permitted. Once the level of supplementation is selected, it may be decreased to accommodate a declining leave balance but it may not be increased. Reductions to supplementation amounts will be made on a prospective basis only.

- D. Temporary Disability (TD) with supplementation, as provided for in Government Code Section 19863, will no longer be available to any State employee who is a member of either the PERS or STRS retirement system during the first fifty-two (52) weeks, after the first date of disability, within a two (2)-year period. Any employee who is already receiving disability payments on the effective date of this provision will be notified and given thirty (30) days to make a voluntary, but irrevocable, change to the new benefit for the remainder of his/her eligibility for IDL.
- E. If the employee remains disabled after the IDL benefit is exhausted, then the employee will be eligible to receive Temporary Disability benefits as provided for in Government Code Section 19863.
- F. In the event that an employee is determined to be "permanent and stationary" by his/her physician before the IDL benefit is exhausted, but is unable to return to work, he/she must agree to participate in a vocational rehabilitation program. Refusing to participate will result in immediate suspension of the IDL benefit.
- G. All appeals of an employee's denial of IDL benefits shall only follow the procedures in the Government Code and Title 2. All disputes relating to an employee's denial of benefits are not grievable or arbitrable. This does not change either party's contractual rights which are not related to an individual's denial of benefits.

9.18 Group Legal Service Plan

The State of California agrees to contract for an employee-paid group legal services plan. The plan will emphasize a choice of providers and access to legal services. The plan shall be offered on a voluntary, after-tax payroll deduction basis, and any costs associated with administering the plan shall be paid by the participating employees through a service charge.

ARTICLE 10 – HEALTH AND SAFETY

10.1 Health and Safety Commitment

The State is committed to providing a safe and healthy work place for State employees. The Union supports a positive and strong health and safety program and shall cooperate with the State's efforts in this regard.

10.2 Health and Safety Committees

- A. The parties agree that Joint Union/Management Health and Safety Committees are appropriate. At the Union's request, each department shall establish at least one Joint Union/Management Health and Safety Committee.
- B. At the Union's request, the State may establish local work site Joint Union/Management Health and Safety Committees consisting of an equal number of Union and management representatives to address specific areas of concern.

These committees shall meet, at least, quarterly unless there is a mutual agreement between a department and the Union to meet on a different schedule. These committees shall meet for the purpose of discussing health and safety problems, recommending appropriate actions on health and safety issues such as, but not limited to, indoor air quality, safety promotion, cumulative trauma disorders, employees safety training, preventing neck and back injuries, record keeping, and how to encourage employees to be more conscious of safety.

- C. Employees appointed to serve on the committee shall serve without loss of compensation.
- D. To the extent permitted by law, and upon request, copies of employee occupation injury reports will be furnished to the appropriate Joint Union/Management Health and Safety Committee and shall remain confidential.
- E. The parties agree that training on domestic violence, workplace security, rape prevention, and assaultive behavior are appropriate subjects for high priority consideration by the Joint Union/Management Health and Safety Committee.

10.3 Occupational Hazards

When an employee in good faith believes that he/she is being required to work where an immediate and recognizable threat to his/her health and safety exists, he/she will so notify his/her supervisor. The supervisor will immediately investigate the situation and either direct the employee to perform some other task away from the occupational hazard(s) or proclaim the area safe and direct the employee to proceed with his/her assigned duties. This direction shall normally be after consulting with higher level supervisory or management staff. If the Union or the employee still believes the unsafe condition(s) exist, the Union or the employee may file a grievance alleging a violation of this section in accordance with the Health and Safety grievance procedure.

10.4 Injury and Illness Prevention Programs

- A. Each department shall establish, implement, and maintain an Injury and Illness Prevention Program. The program shall be in writing and distributed and/or made available to all employees.
- B. If any dispute arises with regard to this section, an employee may file a grievance. The decision reached at the Department of Personnel Administration level shall be final.

10.5 Emergency Evacuation Procedures

- A. Each department shall establish, implement, and maintain an emergency evacuation procedure. The program shall be in writing and distributed and/or made available to all employees.
- B. If any dispute arises with regard to this section, an employee may file a grievance. The decision reached at the Department of Personnel Administration level shall be final.

10.6 Safety Equipment

Safety equipment required by the State shall be provided to employees covered by this Contract by the employer.

- A. Such equipment may include safety devices, wearing apparel and other equipment for the protection and safety of employees in the conduct of their assigned duties.
- B. The State shall provide training in the use of safety equipment required in the performance of the job.
- C. Employees may request additional safety equipment if they feel it may add to their overall safety.
- D. Equipment damaged or lost, due to the negligence of the employee, shall be replaced by the employee at his/her expense.
- E. The State will provide Bargaining Unit 15 employees safety goggles when required by the State. When the State concurs that an individual Unit 15 employee cannot wear safety goggles over prescription glasses, the State shall provide an initial pair of prescription safety glasses, including reasonable time off without loss of compensation for examination and fitting of the glasses.
 - 1. Employees shall wear safety goggles or prescription safety glasses in accordance with instructions provided by the State.
 - 2. Safety goggles provided pursuant to this Section are State-owned or leased property which will be maintained as the State deems necessary. Employees issued State-provided safety goggles shall be held responsible for loss and/or damage to the safety goggles other than that incurred as the result of normal wear or through no fault of the employee. If grieved, the burden of proof shall be on the State in cases of loss or damage to State-provided safety goggles or glasses.
- F. The State shall provide Bargaining Unit 15 employees safety-toed shoes/boots when required by the State. Safety-toed shoes/boots provided pursuant to this Section are State-owned or leased property which will be maintained as the State deems necessary. Employees issued State-provided safety-toed shoes/boots shall be held responsible for loss of and/or damage to the safety-toed shoes/boots other than that incurred as the result of normal wear or through no fault of the employee. If grieved, the burden of proof shall be on the State in cases of loss or damage to State-provided safety-toed shoes/boots.

Employees shall wear safety-toed shoes/boots in accordance with instructions provided by the State.

10.7 Protective Clothing

- A. When the State requires protective clothing to be worn, the State shall provide the protective clothing. Employees or the Union may request the issuance of protective clothing.

- B. "Protective Clothing" means attire, that is worn over, or in place of, regular clothing and is necessary to protect the employees' clothing from damage or stains which would be present in the normal performance of their duties. Protective clothing provided pursuant to this Contract is State-owned or leased property which will be maintained by the State. Damaged protective clothing, due to the negligence of the employee, shall be replaced by the employee at his/her expense.

10.8 Medical Monitoring

Medical monitoring programs shall be discussed by the appropriate departmental Joint Union/Management Health and Safety Committee(s) and they will take into account the status of current technology and scientific recommendations for such programs, and the need for specified departmental programs.

10.9 Hazardous Materials

- A. Upon request of the Union or an employee, the State shall provide a completed Material Safety Data Sheet (MSDS) for each hazardous substance in use at the place of employment, which has been supplied to the employer by the manufacturer, producer, or seller.

If not provided by the manufacturer, producer, or seller, the State shall prepare a written request asking that the MSDS be sent.

- B. In accordance with departmental policies, an employee will receive training in the use of hazardous substances where the following conditions exists:
 - 1. The manufacturer is required under Labor Code Section 6390 to provide a MSDS;
 - 2. The employee is required to use/handle the substance; or
 - 3. It is necessary to update or otherwise train an employee in its use.

10.10 Employee Restroom Facilities

To the extent possible, where both male and female employees are employed at a permanent work site, the State will provide separate restroom facilities which are also separate from those facilities provided to inmates, wards, residents, patients, members, and students.

10.11 Access to Work Areas 24 Hours

- A. Upon request, employees in twenty-four (24) hour Facilities/Institutions who need keys will be provided keys.
- B. Keys may not be provided due to special circumstances, such as safety or security reasons. In those instances, management will ensure employees have access to and egress from their work areas during their normal work hours.

10.12 Personal Alarms

- A. The departments having twenty-four (24) hour institutions shall keep the Union informed, upon request, of the progress of personal alarms being tested, manufactured, or being considered for use within said institutions. The State shall meet with a Union representative before the devices are provided to employees.
- B. Any institution currently providing such personal alarm devices will continue to do so.

10.13 Referral of Assault/Battery

- A. The State shall refer all cases involving a ward/inmate assault and/or battery, as defined by existing laws, on an employee to the appropriate prosecuting authority.
- B. The State shall report all cases involving a toll patron assault and/or battery, as defined by existing laws, on a toll collector to the appropriate police agency.

10.14 Computer Work Stations

- A. In order to provide a safe and healthy workplace for its employees, the State agrees to order computer equipment wherever possible in accordance with the recommendations made by the Joint Union/Management Video Display Terminal Committee Report.
- B. The State shall provide instruction in the proper operation and adjustment of computers and workstation equipment. Both parties will encourage employees to properly use computer equipment. The State shall maintain the Computer User's Handbook which will be available to all departments for training purposes.
- C. The State shall take action as it deems necessary to make the following equipment available to all employees that use computers:
 - 1. Glare screens;
 - 2. Document holders;
 - 3. Adjustable chairs;
 - 4. Adjustable keyboards, computer tables and supports;
 - 5. Foot and wrist rests;
 - 6. Telephone headsets.

Additionally, the State shall take action as it deems necessary to mitigate glare from the workplace, such as, rearrangements of the work stations to avoid glare on monitors and on terminal screens from windows and ceiling luminaries, or providing other measures to reduce the glare from light sources.

- D. Upon request by the Union, the State agrees to meet to review any suggested revisions or additions to the State's Computer User's Handbook.

10.15 Assaultive Behavior

The State will endeavor to provide training to all employees at risk of assault on how to defuse potentially violent situations and verbal confrontations.

10.15.15 Professional Assaultive Response Training (BU15)

- A. The State shall provide Professional Assaultive Response Training for Unit 15 employees whose regular assignment involves the coordination and care of clients in Department of Developmental Services (DDS) and Department of Mental Health (DMH). Such training shall occur within a timely manner or in the case of a newly hired employee, within six (6) months of being hired.
- B. Upon request, other Unit 15 employees in DDS and DMH will be provided Professional Assaultive Response Training when space is available and arrangements can be made to relieve them of their regular duties.
- C. Such training will occur during Bargaining Unit 15 employees' regular work shift. However, departments may adjust the employees' work schedule to allow for their participation in the training.
- D. The Department of Education shall provide Professional Assaultive Response Training for all Unit 15 employees whose regular employment requires routine contact with students. Professional Assaultive Response Training involves training in procedures primarily designed to alert employees to potential impulsive or aggressive behavior of students in the special schools. Such training shall occur prior to the termination of the school year.

10.16 Workplace Violence Prevention

- A. In order to provide a safe and healthy workplace for employees, the State agrees to meet with the Union to develop and implement "Workplace Violence Prevention" policies and programs.
- B. The State agrees to meet with the Union to develop a model Workplace Violence Prevention Program and make the program available to all departments.
- C. The State agrees to provide training on procedures for preventing workplace violence and the Union will encourage employees to use these procedures.
- D. Those Workplace Violence Prevention Programs and policies which have been adopted by departments and that meet the mutually agreed upon model program criteria to be established in subparagraph B. above will remain in effect during the term of this Contract.

10.17 Independent Medical Examinations

- A. Whenever the State believes that an employee, due to an illness or injury, is unable to perform his/her normal work duties, the State may require the employee to submit to an independent medical examination at State expense. The medical examination will be separate of any medical services provided under the State's Workers' Compensation Program.

- B. The purpose of such independent medical evaluations are not to determine the degree of disability the employee has suffered, but rather as to whether illness or injuries sustained restrict the employee from performing the full range of his/her normal work assignment.
- C. If the State, after the independent medical examination, determines that the employee cannot perform his/her normal work assignments, the State shall give the employee the opportunity to challenge the State's medical evaluation by supplying his/her personal medical evaluations to dispute the State's findings.

10.18 Infectious Disease Control

- A. The State shall provide all employees in twenty-four (24) hour institutions in-service training on infectious disease control. New employees, and current employees who have not received training, shall be provided training on infectious disease control.
- B. Training shall be provided for employees in the Departments of Health Services, Industrial Relations, Developmental Services, Mental Health, Rehabilitation, and the California Environmental Protection Agency whose laboratory, research, testing, or regulatory duties may expose them to infectious diseases.
- C. When an outbreak of infectious, contagious, or communicable diseases/conditions is known, the State shall notify potentially exposed employees at the work site.
- D. Infectious Disease Control Training shall include, but not be limited, to blood borne and air borne diseases.
- E. The State shall utilize the best guidelines available. Examples of guidelines may include the use of the Joint Advisory Notices issued by the Center for Disease Control. For licensed hospitals, such training shall be consistent with the California Code of Regulations.

10.19 Precautions Against Exposure to Bloodborne Pathogens

- A. The Department of Corrections (CDC), Youth Authority (CYA), Mental Health (DMH), Veterans Affairs (DVA), and Developmental Services (DDS) shall utilize the best guidelines identified for the housing, control and treatment of inmates, wards, clients, and patients to ensure the protection of staff from exposure to bloodborne pathogens. Examples of guidelines the departments may use are the Joint Advisory Notice issued by the Department of Labor, Department of Human Services, and guidelines issued by the Center for Disease Control. Upon request, the Union and/or an employee will be provided a copy of the aforementioned publications and/or guidelines utilized by the departments above.
- B. CDC, CYA, DMH, DVA, and DDS shall provide the necessary training to staff who are responsible for the care and treatment of inmates, wards, clients, and patients with bloodborne pathogens. Training will be tailored to the express or identified needs of the staff assigned and will be conducted as determined and identified by management. Upon request, the Union will be provided with the State's approved training plan relative to bloodborne pathogens.

- C. Signs or posters indicating the proper precautions that staff should follow relative to good sanitary practices will be posted in staff restrooms and other locations as determined by management.
- D. The aforementioned departments will use standard audit procedures regarding compliance issues related to inspections.
- E. Employees who are exposed to bloodborne pathogens as a result of their employment will be advised of their ability to receive appropriate treatment and care as determined by their treating physician via the workers' compensation system.
- F. The departments will utilize the most up to date guidelines provided for the processing of laundry.
- G. Protective apparel shall be available to all staff. All employees, upon request, shall be provided with disposable gloves and hand cleaning materials in an AIDS unit. A supply of these items should be maintained in such a manner so as to be accessible to other designated staff.
- H. The Union will bring concerns regarding health and safety issues to the local Health and Safety Committee for resolution.
- I. CDC, CYA, DMH, DVA, and DDS shall offer Hepatitis B vaccinations to all employees who have potential for occupational exposure as defined in Title 8 Section 5193 of the California Code of Regulations.
- J. If a bloodborne pathogens unit is established in any other department, the State agrees to abide by this section.

10.20 Remodeling/Renovations and Repairs

- A. Whenever a State owned or managed building is remodeled or renovated, the agency/tenant whose space is being remodeled/renovated, will provide at least thirty (30) days prior notice to employees impacted by the construction. A copy of this notice shall be provided to the Union.
- B. Except in emergency situations, the State shall give not less than twenty-four (24) hours prior notice whenever repair work in State owned or managed buildings is done which may result in employee health concerns for the work environment.
- C. Prior to undertaking any remodeling, renovation, or repair, that requires removal of any material, the materials will be tested for lead and asbestos. If such materials are present, they will be removed in accordance with State regulations to assure the safety of employees/tenants.
- D. For leased buildings not managed by the State, the State will include the following language in all new leases entered into after January 1, 2000:
- E. Except in emergency situations, the Lessor shall give not less than twenty-four (24) hours prior notice to State tenants, when any pest control, remodeling, renovation, or repair work affecting the State occupied space may result in employee health concerns for the work environment."

- F. The State will take actions to accommodate employees who suffer from chemical hypersensitivity as it pertains to Section 10.20 (Remodeling/Renovations and Repairs).

10.21 Pest Control

- A. Whenever a department utilizes a pest control chemical in State owned or managed buildings/grounds, the department will provide at least twenty-four (24) hours notice prior to application of the chemical, unless an infestation occurs which requires immediate action. Notices will be posted in the lobby of the building and will be disseminated to building tenant contacts.
- B. Employees who wish to review the MSDS sheet(s) for the chemical(s) being applied may do so by making their request to the appropriate building manager's office. Application of the chemical(s) will be done in a manner consistent with State regulations to assure the safety of tenants.
- C. Normally, the chemical application will take place during hours when the building is closed for business.
- D. For leased building not managed by the State, the State will include the following language in all new leases entered into after January 1, 2000:

"Except in emergency situations, the Lessor shall give not less than twenty-four (24) hour prior notice to State tenants, when any pest control, remodeling, renovation, or repair work affecting the State occupied space may result in employee health concerns for the work environment."

The State will take actions to accommodate employees who suffer from chemical hypersensitivity as it pertains to Section 10.21 (Pest Control).

10.22 Smoking Cessation

- A. The state will continue to provide smoking cessation programs consistent with prior Departmental practices.
- B. Participation or non-participation in such programs shall not jeopardize the employment rights of participants and non-participants for failure to successfully complete smoking cessation programs.
- C. Where not already implemented, the State agrees to consider smoking cessation programs upon request of groups of employees within the same department and geographic proximity.

10.23.15 Laundry and Kitchen Temperatures

- A. At the request of the Union, State departments that maintain kitchens and laundries in which Unit 15 employees work, agree to meet to discuss alternative methods for resolving issues regarding temperature variance in kitchen and laundry work areas.

- B. The State shall comply with applicable regulations regarding temperature variance in kitchen and laundry work areas. Additionally, the department will consider and may alter the shifts of Unit 15 employees so that they are working fewer hours during the hottest parts of the day. As resources permit, existing ventilation, heat, and air cooling systems, including auxiliary equipment provided in the laundries and kitchens, shall be maintained by the State in good working condition.

ARTICLE 11 – SALARIES

11.1 Salaries

Effective July 1, 2003, all Unit 1, 3, 4, 11 and 15 classifications shall receive a general salary increase of five percent (5%). The increase shall be calculated by multiplying the base salary by 1.05. The parties recognize that the actual salary increase for each classification may vary slightly due to rounding.

11.2 Salary Definitions

Units 1, 3, 4, 11 and 15 hereby agrees to support putting the following changes to Article 5. of the Department of Personnel Administration regulations into effect provided all bargaining units agree to the same.

As used in this Article, terms are defined as follows:

- A. "Salary range" is the range of rates between, and including, the minimum and maximum rate currently authorized for the class; Top Step Rounding: Classes shall be adjusted to reflect 5 percent increments between the minimum and the maximum salary rates. Each 5 percent shall be calculated by multiplying by 1.05 and rounded to the nearest dollar. To calculate 5 percent for daily and hourly rates multiply by 1.05 and round to the nearest dollar and cents amount, subject to the availability of funds.
- B. "Step" for employees compensated on a monthly basis is a five percent (5%) differential above or below a salary rate rounded to the nearest dollar and for employees compensated on a daily or hourly basis is a five percent (5%) differential above or below a rate rounded to the nearest dollar and cents amount. One-step higher is calculated by multiplying the rate by 1.05 (e.g., $\$2,300 \times 1.05 = \$2,415$). One-step lower is calculated by dividing the rate by 1.05 (e.g., $\$2,415 \div 1.05 = \$2,300$).
- C. "Rate" for employees compensated on a monthly basis is any one of the full dollar amounts found within the salary range and for employees compensated on a daily or hourly basis is any one of the dollar and cents amounts found within the salary range.
- D. "Range differential" is the difference between the maximum rate of two salary ranges.
- E. "Substantially the same salary range " is a salary range with the maximum salary rate less than two-steps higher than or the same as the maximum salary rate of another salary range.

- F. "Higher salary range" is a salary range with the maximum salary rate at least two-steps higher than the maximum salary rate of another salary range.
- G. "Lower salary range" is a salary range with the maximum salary rate any amount less than the maximum salary rate of another salary range.

Unless otherwise provided, the lowest salary range currently authorized for the class is used to make salary comparisons between classes except for deep classes. Any rate falling within the salary range for a class may be used to accomplish appropriate step differentials in movement between classes and salary ranges.

11.3 Timely Payment of Wages

- A. When a permanent full-time employee receives no pay warrant on payday, the State agrees to issue a salary advance, consistent with departmental policy and under the following conditions:
 - 1. When there are errors or delays in processing the payroll documents and the delay is through no fault of the employee, a salary advance will normally be issued within two (2) workdays after payday for an amount close to the actual net pay (gross salary less deductions) in accordance with departmental policy;
 - 2. When a regular paycheck is late for reasons other than 1. above (e.g., AWOL, late dock), a salary advance of no less than 50 percent (50%) of the employee's actual net pay will normally be issued within five (5) workdays after payday. No more than four (4) salary advances per calendar year may be issued under these circumstances;
 - 3. The difference between the employee's net pay and the salary advance shall not be paid until after receipt of the Controller's warrant for the pay period.
- B. It will be the responsibility of the employee to make sure voluntary deductions (e.g., credit union deductions, union dues, etc.) are paid.
- C. This provision does not apply to those employees who have direct deposit.
- D. Nothing in this provision shall prevent departments from continuing policies in excess of this provision.
- E. The State agrees to provide timely payment of wages after an employee's discharge, layoff, or resignation consistent with applicable department and Controller's Office policies.

11.4 Merit Salary Adjustments (MSA)

- A. Employees shall receive annual merit salary adjustments (MSA) in accordance with Government Code Section 19832 and applicable Department of Personnel Administration rules.
- B. The employee shall be informed in writing of denial ten (10) working days prior to the proposed effective date of the merit salary adjustment.
- C. Denial of the MSA shall be subject to the grievance and arbitration procedure.

11.5.15 Night Shift Differential

- A. Unit 15 employees who regularly work shifts shall receive a night shift differential as set forth below:
 - 1. Employees shall qualify for the first night shift pay differential of \$.40 cents per hour where four (4) or more hours of the regularly scheduled work shift falls between 6 p.m. and 12 midnight.
 - 2. Employees shall qualify for the second night shift pay differential of \$.50 cents per hour where four (4) or more hours of the regularly scheduled work shift falls between 12 midnight and 6 a.m.
- B. A "regularly scheduled work shift" are those regularly assigned work hours established by the department director or designee.
- C. Unit 15 employees who regularly work shifts where four (4) or more hours of the regular scheduled work shift fall between 6:00 p.m. and 6:00 a.m., shall receive fifty (50) cents per hour.
- D. Shift differential payments are considered compensation for purposes of retirement.
- E. Shift differential pay will be included when computing benefits and/or additional compensation (i.e., overtime, lump sum payment, NDI, IDL, and EIDL).
- F. Unit 15 employees regularly assigned to work between the hours of 6:00 p.m. and 6:00 a.m. shall receive the shift differential for the designated hours during the periods of paid leave.

11.6 Bilingual Differential Pay

Bilingual Differential Pay applies to those positions designated by the Department of Personnel Administration as eligible to receive bilingual pay according to the following standards:

- A. Definition of Bilingual Position for Bilingual Differential Pay:
 - 1. A bilingual position for salary differential purposes requires the use of a bilingual skill on a continuing basis averaging ten percent (10%) of the time. Anyone using their bilingual skills ten percent (10%) or more of the time will be eligible whether they are using them in a conversational, interpretation, or translation setting. An employee may provide their supervisor with data supporting the use of their bilingual skills ten percent (10%) or more of the time. Management will evaluate this data in assigning bilingual designation to the position. In order to receive bilingual differential pay, the position/employee must be certified by the using department and approved by the Department of Personnel Administration. (Time should be an average of the time spent on bilingual activities during a given fiscal year.);
 - 2. The position must be in a work setting that requires the use of bilingual skills to meet the needs of the public in either:
 - a. A direct public contact position;

- b. A hospital or institutional setting dealing with patient, client, student, or inmate needs;
 - c. A position utilized to perform interpretation, translation, or specialized bilingual activities for the department and its clients.
 - 3. Position(s) must be in a setting where there is a demonstrated client or correspondence flow where bilingual skills are clearly needed.
 - 4. Where organizationally feasible, departments should ensure that positions clearly meet the standards by centralizing the bilingual responsibility in as few positions as possible.
 - 5. Actual time spent conversing or interpreting in a second language and closely related activities performed directly in conjunction with the specific bilingual transaction will count toward the ten percent (10%) standard.
- B. Rate:
- 1. An employee meeting the bilingual differential pay criteria during the entire pay period would receive a maximum of \$100 per pay period including holidays.
 - 2. A monthly employee meeting the bilingual differential pay criteria less than the entire pay period would receive the differential on a pro rata basis.
 - 3. A fractional-month employee meeting the bilingual differential pay criteria would receive the differential on a pro rata basis.
 - 4. An employee paid by the hour meeting the bilingual differential pay criteria would receive a differential of \$.58 cents per hour.
- C. Employees, regardless of the time base or tenure, who use their bilingual skills more than ten percent (10%) of the time on a continuing basis and are approved by the Department of Personnel Administration will receive the bilingual differential pay on a regular basis.
- D. Bilingual differential payments will become earnings and subject to contributions to the State Retirement System, OASDI, levies, garnishments, Federal and State taxes.
- E. Employees working in positions which qualify for regular bilingual differential pay as authorized by the Department of Personnel Administration may receive the appropriate pay during periods of paid time off and absences (e.g., sick leave, vacation, holidays, etc.).
- F. Employees will be eligible to receive the bilingual differential payments on the date the Department of Personnel Administration approves the departmental pay request. The effective date may be retroactive to the date of appointment to a position requiring bilingual skills when the appointment documentation has been delayed. The effective date may be retroactive up to sixty (60) days when the incumbent's duties are changed to include the use of bilingual skills.
- G. Bilingual salary payments will be included in the calculation of lump-sum vacation, sick leave, and extra hour payments to employees terminating their State service appointment while on bilingual status.

- H. Work Week Group 2 employees will receive bilingual salary compensation for overtime hours worked.
- I. Employees receiving regular bilingual differential pay will have their transfer rights determined from the maximum step of the salary range for their class. Incumbents receiving bilingual pay will have the same transfer opportunities that other class incumbents are provided.
- J. The bilingual differential pay should be included in the rate used to calculate temporary disability, Industrial Disability, and Non-Industrial Disability leave benefits.
- K. Employees who do not receive a bilingual differential shall not be required to use bilingual skills.

11.7 Sustained Superior Accomplishment Awards

Sustained Superior Accomplishment Awards shall not be considered "compensation" for purposes of retirement.

11.8 Union-Management Committee on State Payroll System

The parties agree to establish a Union-Management Committee to advise the State Controller on planned and anticipated changes to the State's payroll system. Topics to be explored include, but are not limited to, accuracy and timeliness of the issuance of overtime warrants, changes in earnings statements, direct deposit of employee pay, and design of and transition to a biweekly pay system.

The committee shall be comprised of an equal number of management representatives and Union representatives. In addition, the Department of Personnel Administration shall designate a chairperson of the committee. The Union may have one representative each from Bargaining Units 1, 3, 4, 11, and 15 who shall serve without loss of compensation.

11.9 Recruitment and Retention Differentials

- A. Upon approval by the Department of Personnel Administration, a department may provide a monthly recruitment and retention differential to employees.
- B. This differential may be authorized for specific classifications in specific geographic locations or facilities.
- C. A department will provide the Union with notice when a request to provide a monthly recruitment and retention differential is made to the Department of Personnel Administration.
- D. Less than full-time permanent employees and permanent intermittent employees may receive a recruitment and retention differential on a pro rata basis.
- E. The amount and location of such differentials is neither grievable nor arbitrable.

11.10 Recruitment and Retention - Avenal, Ironwood, Calipatria, Chuckawalla Valley and Centinela Prisons

- A. Employees who are employed at Avenal, Ironwood, Calipatria, Chuckawalla Valley or Centinela State Prisons, Department of Corrections, for twelve (12) consecutive qualifying pay periods, shall be eligible for a recruitment and retention bonus of \$2,400, payable thirty (30) days following the completion of every twelve (12) consecutive qualifying pay periods.
- B. If an employee voluntarily terminates, transfers, or is discharged prior to completing twelve (12) consecutive pay periods at Avenal, Ironwood, Calipatria, Chuckawalla Valley or Centinela State Prisons, there will be no pro rata payment for those months at either facility.
- C. If the department mandatorily transfers an employee, he/she shall be eligible for a pro rata share for those months served.
- D. If an employee promotes to a different facility or department other than Avenal, Ironwood, Calipatria, Chuckawalla Valley or Centinela State Prisons prior to completion of the twelve (12) consecutive qualifying pay periods, there shall be no pro rata of this recruitment and retention bonus. After completing the twelve (12) consecutive qualifying pay periods, an employee who promotes within the department will be entitled to a pro rata share of the existing retention bonus.
- E. Part-time and intermittent employees shall receive a pro rata share of the annual recruitment and retention differential based on the total number of hours worked excluding overtime during the twelve (12) consecutive qualifying pay periods.
- F. Annual recruitment and retention payments shall not be considered as compensation for purposes of retirement contributions.
- G. Employees on IDL shall continue to receive this stipend.
- H. If an employee is granted a leave of absence, the employee will not accrue time towards the twelve (12) qualifying pay periods, but the employee shall not be required to start the calculation of the twelve (12) qualifying pay periods all over. For example, if an employee has worked four (4) months at qualifying institution and then takes six (6) months' maternity leave the employee will have only eight (8) additional qualifying pay periods before receiving the initial payment of \$2,400.
- I. It is understood by the Union that the decision to implement or not implement annual recruitment and retention payments or to withdraw authorization for such payments, and the amount of such payments rests solely with the State and that decision is not grievable or arbitrable.

11.11 Deferred Compensation Plans

Employees are to be included in the State of California, Department of Personnel Administration's, 401(k) and 457 Deferred Compensation Programs. Eligible employees under IRS Code Section 403(b) will be eligible to participate in the 403(b) Plan.

11.12 Tax Deferral of Lump Sum Leave Cash Out Upon Separation

- A. To the extent permitted by federal and state law, effective January 1, 2002 (or no later than four months following ratification of this Contract by both parties) employees who separate from State service who are otherwise eligible to cash out their vacation and/or annual leave balance, may ask the State to tax defer and transfer a designated monthly amount from their cash payment into their existing 457 and/or 401k plan offered through the State's Savings Plus Program (SPP).
- B. If an employee does not have an existing 457 and/or 401k plan account, he/she must enroll in the SPP and become a participant in one or both plans no less than 60 days prior to his/her date of separation.
- C. Such transfers are subject to and contingent upon all statutes, laws, rules and regulations authorizing such transfers including those governing the amount of annual deferrals.
- D. Employees electing to make such a transfer shall bear full tax liability, if any, for the leave transferred (e.g., "over-defers" exceeding the limitation on annual deferrals).
- E. Implementation, continuation and administration of this section is expressly subject to and contingent upon compliance with the SPP's governing Plan document (which may at the State's discretion be amended from time to time), and applicable federal and State laws, rules and regulations.
- F. Disputes arising under this section of the Contract shall not be subject to the grievance and arbitration provisions of this Contract.

11.13.15 Institutional Worker Supervision Pay Differential

- A. Bargaining Unit 15 employees who have regular and direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates, wards, or resident workers who take the place of civil service employees for a total of 173 hours a pay period shall, subject to the approval of the Department of Personnel Administration, receive a pay differential of \$190.00 per qualifying pay period.
- B. Effective January 1, 2002, the pay differential shall be subject to CalPERS deductions for the purpose of retirement contributions.
- C. The pay differential shall be pro rated for less than full-time employees.
- D. The pay differential shall only be included in overtime calculations for FLSA eligible classes, and shall not be included to calculate NDI or lump-sum vacation, sick and extra leave benefits.
- E. Upon promotion to a higher classification in State Service an employee receiving compensation under this pay differential shall move from their combined salary rate (base salary plus IWSP to compute the appointment rate).

11.14 State Special Schools - Ten Month Compensation Agreement

The Special Schools in the Department of Education shall use the following work schedule policy for permanent, full-time Bargaining Unit 15 employees that are scheduled to work a ten (10) month school year.

- A. The Special Schools shall guarantee the opportunity for ten (10) months of compensation (as defined by State Personnel Board Rule 9) to permanent, full-time Special Schools' employees except when budgetary or program considerations preclude it. Budgetary and program considerations are those which are mandated by the Legislature, Governor, or Superintendent of Public Instruction. This means that these employees may be scheduled either for work, CTO, holiday credits, paid or unpaid leave; so, that when all of these are considered in total for the year each employee at the California School for the Deaf and California School for the Blind receives a minimum annual compensation equivalent to approximately 1,734 hours of the employee's regular (straight-time) rate of pay. Employees at the Diagnostic Schools for Neurologically Handicapped Children will receive a minimum annual compensation equivalent to approximately 1,934 hours of the employees' regular (straight-time) rate of pay based upon their 25 day extended work year. The Special Schools may provide an annual compensation greater than 1,734 hours, (1,934 hours for Diagnostic School for Neurologically Handicapped Children employees) subject to budgetary and program considerations. If an employee chooses not to work, the School's obligation to provide a minimum opportunity for ten (10) months compensation shall be reduced accordingly.

During recess periods, the Special Schools may utilize any combination of work, training, vacation, CTO or unpaid leave (including dock.) Priority consideration will be given first to regular work assignments, second to training, and third to work not associated with their normal duties. It is understood by both parties that regular work, work not associated with their normal duties, and training may not be available. Employees may request training that enhances the Special School program.

- B. Employees covered by this Agreement:

May be scheduled and use vacation leave during their initial six (6) months of employment. This is an exception to the Bargaining Unit 15 contract vacation leave provision.

Shall receive seventy (70) hours of vacation leave credit which will be credited to their vacation leave credit account upon commencement of the school year. This vacation leave credit shall be used to offset noncompensable absences during school recess periods. In addition, the Special Schools may allow employees to utilize these vacation leave credits during scheduled work periods. However, the minimum annual compensation (1,734 or 1,934 hours) shall be reduced by the time utilized.

Sections B. (1) and (2) shall apply to permanent, part-time employees on a pro rata basis.

The seventy (70) hours of vacation leave credit (and pro-rated amount for permanent, part-time employees) is contingent upon an employee's continued employment for a minimum ten (10) qualifying pay periods beginning with the employee's first qualifying pay period of the school year. If an employee terminates employment prior to this ten (10) qualifying pay period duration and the Special School is unable to adjust the employee's vacation and/or CTO credit balances in order to reflect the proper vacation leave credit balance, the employee shall reimburse the Special School for the amount that is outstanding.

- C. Work scheduled during school recesses may include training and other work assignments which may involve duties not normally associated with their normal and regular duties. These assignments which involve duties not normally associated with their regular duties shall only occur during recesses. On site and/or offsite training may be made available to Bargaining Unit 15 employees during school break when students are not present. The parties agree to meet and discuss regarding the types of training that will be made available to State Special School employees within ninety (90) days from the date this contract is ratified.
- D. The Special Schools have total discretion to determine the school year including recesses as long as the provisions of this Agreement are met.
- E. During school recess periods, the Special Schools may schedule work, training, paid leave (e.g., CTO or vacation) or place employees on unpaid leave (including dock). During recesses it is the intent of the Department that all employees covered by this Section shall be scheduled the same number of vacation days based on the minimum accrual rate for ten (10) month employees plus or minus two (2) days.
- F. Employees who have taken a leave of absence without pay, who have been charged with an AWOL, or who have been "docked" will not be extended compensation opportunities to the extent that they would benefit over other employees from such docks.
- G. The Special Schools shall provide eligibility for medical and dental benefits during the months of July and August by scheduling a minimum two (2) days work, training, vacation, CTO, personal holiday or holiday credit in July and a minimum of two (2) days of work, training, vacation, or CTO in August.

ARTICLE 12 – ALLOWANCES AND REIMBURSEMENTS

12.1 Business and Travel Expense

The State agrees to reimburse employees for actual, necessary and appropriate business expenses and travel expenses incurred 50 miles or more from home and headquarters, in accordance with existing Department of Personnel Administration rules and as set forth below. Lodging and/or meals provided by the State or included in hotel expenses or conference fees or in transportation costs such as airline tickets or otherwise provided shall not be claimed for reimbursement. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals. Each item of expenses of \$25 or more requires a receipt; receipts may be required for items of expense that are less than \$25. When receipts are not required to be submitted with the claim, it is the employee's responsibility to maintain receipts and records of their actual

expenses for tax purposes. Each State agency shall determine the necessity for travel and the mode of travel to be reimbursed.

A. Meals/Incidentals: Meal expenses for breakfast, lunch, and dinner will be reimbursed in the amount of actual expenses up to the maximums. The term "incidentals" includes, but is not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as for porters and baggage carriers. It does not include taxicab fares, lodging taxes or the cost of telegrams or telephone calls.

1. Rates - Actual meal/incidental expenses incurred will be reimbursed in accordance with the maximum rates and time frame requirements outlined below:

Breakfast	up to	\$ 6.00	
Lunch	up to	\$10.00	
Dinner	up to	\$18.00	
Incidentals	up to	\$ 6.00	(Every full 24 hours of travel)
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Total	up to	\$40.00	

2. Time Frames - For continuous short-term travel of more than twenty-four (24) hours but less than thirty-one (31) days, the employee will be reimbursed for actual costs up to the maximum for each meal, incidental, and lodging expense for each complete twenty-four (24) hours of travel, beginning with the traveler's time of departure and return as follows:

- a. On the first day of travel on a trip of more than twenty-four (24) hours:

Trip begins at or before 6 a.m.	Breakfast may be claimed
Trip begins at or before 11 a.m.	Lunch may be claimed
Trip begins at or before 5 p.m.	Dinner may be claimed

- b. On the fractional day of travel at the end of a trip of more than twenty-four (24) hours:

Trip ends at or after 8 a.m.	Breakfast may be claimed
Trip ends at or after 2 p.m.	Lunch may be claimed
Trip ends at or after 7 p.m.	Dinner may be claimed

If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any 24-hour period.

- c. For continuous travel of less than twenty-four (24) hours, the employee will be reimbursed for actual expenses up to the maximum as follows:

Travel begins at or before 6 a.m. Breakfast may be claimed.
and ends at or after 9 a.m.:

Travel begins at or before 4 p.m. Dinner may be claimed.
and ends at or after 7 p.m.:

If the trip extends overnight, receipted lodging may be claimed.

No lunch or incidentals may be claimed on a trip of less than twenty-four (24) hours.

- B. Lodging: All lodging reimbursement requires a receipt from a commercial lodging establishment such as a hotel, motel, bed and breakfast inn, or public campground that caters to the general public. No lodging will be reimbursed without a valid receipt.

- 1. Regular State Business Travel

- a. Statewide, in all locations not listed in c. below, for receipted lodging while on travel status to conduct State business:

With a lodging receipt: Actual lodging up to \$84 plus applicable taxes.

- b. Effective January 31, 2002, when employees are required to do business and obtain lodging in the counties of Alameda, San Francisco, San Mateo and Santa Clara, reimbursement will be for actual receipted lodging to a maximum of \$140 plus applicable taxes. When employees are required to do business and obtain lodging in the counties of Los Angeles and San Diego, actual lodging up to \$110 plus applicable taxes.

- 2. State Sponsored Conferences or Conventions

For receipted lodging while attending State Sponsored conferences and conventions, when the lodging is contracted by the State sponsor for the event, and the appointing authority has granted prior approval for attendance and lodging at the contracted rate and establishment: Actual lodging up to \$110 plus applicable taxes.

- 3. Non-State Sponsored Conferences or Conventions

For receipted lodging while attending Non-State sponsored conferences and conventions, when the lodging is contracted by the sponsor for the event, and the appointing authority has granted prior approval for attendance and lodging at the contracted rate and establishment: Actual lodging when approved in advance by the appointing authority.

Reimbursement of lodging expenses in excess of specified amounts, excluding taxes requires advance written approval from the Department of Personnel Administration. The Department of Personnel Administration may delegate approval authority to departmental appointing powers or increase the lodging

maximum rate for the geographical area and period of time deemed necessary to meet the needs of the State. An employee may not claim lodging, meal, or incidental expenses within 50 miles of his/her home or headquarters.

C. Long-term Travel: Actual expenses for long term meals and receipted lodging will be reimbursed when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.

1. Full Long-term Travel - In order to qualify for full long-term travel reimbursement, the employee on long-term field assignment must meet the following criteria:

- The employee continues to maintain a permanent residence at the primary headquarters, and
- The permanent residence is occupied by the employee's dependents, or
- The permanent residence is maintained at a net expense to the employee exceeding \$200 per month.

The employee on full long-term travel who is living at the long-term location may claim either:

- Reimbursement for actual individual expense, substantiated by receipts, for lodging, water, sewer, gas and electricity, up to a maximum of \$1,130 per calendar month while on the long-term assignment, and actual expenses up to \$10 for meals and incidentals, for each period of twelve (12) to twenty-four (24) hours and up to \$5 for actual meals and incidentals for each period of less than twelve (12) hours at the long-term location, or
 - Long-term subsistence rates of \$24 for actual meals and incidentals and \$24 for receipted lodging for travel of twelve (12) hours up to twenty-four (24) hours; either \$24 for actual meals or \$24 for receipted lodging for travel less than twelve (12) hours when the employee incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.
2. An employee on long-term field assignment who does not maintain a separate residence in the headquarters area may claim long-term subsistence rates of up to \$12 for actual meals and incidentals and \$12 for receipted lodging for travel of twelve (12) hours up to twenty-four (24) hours at the long-term location; either \$12 for actual meals or \$12 for receipted lodging for travel less than twelve (12) hours at the long-term location.
3. Employees, with supervisor's approval, after completing the work shift remain at the job or LTA location past the Friday twelve (12)-hour clock will receive full per diem for Friday. Those staying overnight shall not receive any additional per diem regardless of the Saturday departure time. An employee returning to the temporary residence on Sunday will receive full per diem. This does not change Department of Personnel Administration policy regarding the per diem clock which starts at the beginning of the work shift on Monday. If the normal workweek is other than as stated above, the same principle applies.

The following clarifies Department of Personnel Administration policy regarding an employee leaving the LTA location on personal business:

The reference to leaving the LTA location for personal business and not claiming per diem or transportation expenses assumes that the employee stays overnight at a location other than the long-term accommodations.

- D. Out-of-State Travel: For short-term out-of-State travel, State employees will be reimbursed actual lodging, supported by a receipt, and will be reimbursed for actual meal and incidental expenses in accordance with above. Failure to furnish lodging receipts will limit reimbursement to the meal/incidental rate above. Long-term out-of-State travel will be reimbursed in accordance with the provisions of long-term travel above.
- E. Out of Country Travel: For short-term out of country travel, State employees will be reimbursed actual lodging, substantiated by a receipt, and will be reimbursed actual meals and incidentals up to the maximums published in column (B) of the Maximum Travel per Diem Allowances for Foreign Areas, Section 925, U.S. Department of State Standardized Regulations and the meal/incidental breakdown in Federal Travel Regulation Chapter 301, Travel Allowances, Appendix B. Long-term out of country travel will be reimbursed in accordance with the provisions of long-term travel above, or as determined by the Department of Personnel Administration.

Subsistence shall be paid in accordance with procedures prescribed by the Department of Personnel Administration. It is the responsibility of the individual employee to maintain receipts for their actual meal expenses.

- F. Transportation: Transportation expenses include, but are not limited to, airplane, train, bus, taxi fares, rental cars, parking, mileage reimbursement, and tolls that are reasonably and necessarily incurred as a result of conducting State business. Each State agency shall determine the necessity for travel, and the mode of travel to be reimbursed.

1. Mileage Reimbursement – Effective January 31, 2002

- a. When an employee is authorized by his/her appointing authority or designee to operate a privately owned vehicle on State business the employee will be allowed to claim and be reimbursed \$.34 cents per mile.
 - b. When an employee is required to report to an alternative work location, the employee may be reimbursed for the number of miles driven in excess of his/her normal commute.
2. Specialized Vehicles – Employees who must operate a motor vehicle on official State business and who, because of a physical disability, may operate only specially equipped or modified vehicles may claim from \$.34 cents up to \$.37 cents per mile, with certification. Supervisors who approve claims pursuant to this subsection have the responsibility of determining the need for the use of such vehicles.

3. Private Aircraft Mileage – When an employee is authorized by his/her department, reimbursement for the use of the employee's privately owned aircraft on State business shall be made at the rate of \$.50 cents per statute mile. Pilot qualifications and insurance requirements will be maintained in accordance with the Department of Personnel Administration Rule 599.628.1 and the State Office of Risk and Insurance Management.
 4. Mileage to/From a Common Carrier – When the employee's use of a privately owned vehicle is authorized for travel to or from a common carrier terminal, and the employee's vehicle is not parked at the terminal during the period of absence, the employee may claim double the number of miles between the terminal and the employee's headquarters or residence, whichever is less, while the employee occupies the vehicle. Exception to "whichever is less." If the employee begins travel one (1) hour or more before he normally leaves his home, or on a regularly scheduled day off, mileage may be computed from his/her residence.
- G. Receipts: Receipts or vouchers shall be submitted for every item of expense of \$25 or more. In addition, receipts are required for every item of transportation and business expense incurred as a result of conducting State business except for actual expenses as follows:
1. Railroad and bus fares of less than \$25 when travel is wholly within the State of California.
 2. Street car, ferry fares, bridge and road tolls, local rapid transit system, taxi, shuttle or hotel bus fares, and parking fees of \$10 or less for each continuous period of parking or each separate transportation expense noted in this item.
 3. Telephone, telegraph, tax, or other business charges related to State business of \$5 or less.
 4. In the absence of a receipt, reimbursement will be limited to the non-receipted amount above.
 5. Reimbursement will be claimed only for the actual and necessary expenses noted above. Regardless of the above exceptions, the approving officer may require additional certification and/or explanation in order to determine that an expense was actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

12.2 Moving and Relocation Expenses

Whenever an employee is reasonably required by the State to change his/her place of residence, the State shall reimburse the employee for approved items in accordance with the lodging, meal, and incidental rates and time frames established in Section 12.1, and in accordance with existing requirements, time frames and administrative rules and regulations for reimbursement of relocation expenses that apply to excluded employees.

12.3 Parking Rates

- A. For the term of this Contract, the parties agree that the State may increase parking rates in existing owned or leased lots, in urban congested areas, no more than \$20 per month above the current rate, charged to employees in specific locations where they park. Congested urban areas are areas such as Sacramento, San Francisco Bay, Fresno, Los Angeles, San Bernardino, Riverside, and San Diego areas. Every effort shall be made to provide employees sixty (60) days but no less than thirty (30) days notice of a parking rate increase. The State shall not increase rates for existing parking lots where employees do not currently pay parking fees. Rates at new lots administered or leased by the State will be set at a level comparable to rates charged for similar lots in the area of the new lot, e.g., rates for open lots shall be compared to rates for open lots, rates for covered parking shall be compared to rates for covered parking.
- B. The State shall continue a system for employees where parking fees may be paid with pretax dollars.

12.4 Commute Program

- A. Employees working in areas served by mass transit, including rail, bus, or other commercial transportation licensed for public conveyance shall be eligible for a 75 percent (75%) discount on public transit passes sold by State agencies up to a maximum of \$65 per month. Employees who purchase public transit passes on their own shall be eligible for a 75 percent (75%) reimbursement up to a maximum of \$65 per month. This shall not be considered compensation for purpose of retirement contributions. The State may establish and implement procedures and eligibility criteria for the administration of this benefit including required receipts and certification of expenses.
- B. Effective January 31, 2002, employees riding in vanpools shall be eligible for a 75 percent (75%) reimbursement of the monthly fee up to a maximum of \$65 per month. In lieu of the vanpool rider reimbursement, the State shall provide \$100 per month to each State employee who is the primary vanpool driver, meets the eligibility criteria, and complies with program procedures as developed by the State for primary vanpool drivers. This shall not be considered compensation for purposes of retirement. A vanpool is defined as a group of seven or more people who commute together in a vehicle (State or non-State) specifically designed to carry an appropriate number of passengers. The State may establish and implement procedures and eligibility criteria for the administration of this benefit.
- C. Employees headquartered out of State shall receive reimbursement for qualified public transportation and vanpool expenses for 75 percent (75%) of the cost up to a maximum of \$65 per month or in the case of the primary vanpool driver, the \$100 per month rate. The appointing power may establish and implement procedures regarding the certification of expenses.

12.5 Transportation Incentives

- A. The State and Union agree that the State shall encourage employees to use alternate means of transportation to commute to and from work in order to reduce traffic congestion and improve air quality.

- B. Notwithstanding any other provision of this Contract, the Union agrees that the State may implement new policies or change existing ones in areas such as transit subsidies, vanpool/carpool incentives, walking/biking incentives, parking, parking fees, hours of work, and other actions to meet the goals of transportation incentives. The State agrees to notice and meet and confer regarding the impact of such new or changed policies.
- C. The State shall entertain recommendations from the Union and meet if requested on ways to encourage the use of alternative forms of transportation.

12.6 State Owned Housing

A. Housing

Effective July 1, 1989 and annually thereafter for the duration of this Contract, current rental rates for all types of State-owned employee housing, including trailers and/or trailer pads, may be increased by the State as follows:

1. Where employees are currently paying rent, the State may raise such rates up to 25 percent (25%) each year.
2. During the term of this Contract, where no rent is being charged, the State may raise rents up to \$75 per month, or when an employee vacates State-owned housing, including trailers and/or trailer pads, the State may raise rents for such housing up to the Fair Market value.
3. Employee rental of State-owned housing shall not ordinarily be a condition of employment. In any instance after July 1, 1989 and annually thereafter, where rental of State housing is made a condition of employment, the State may charge the employee ten percent (10%) less than the regular rate of rent.
4. Employees renting State-owned housing occupy them at the discretion of the State employer. If the State decides to vacate a State-owned housing unit currently occupied by a State employee, it shall give the employee a minimum of thirty (30) days advance notice.

B. Utilities

Effective July 1, 1989, and annually thereafter, current utility charges for all types of State-owned employee housing, including trailers and/or trailer pads, may be increased by the State as follows:

1. Where employees are currently paying utility rates to the State, the State may raise such rates up to eight percent (8%) each year.
2. Where no utilities are being charged, the State may impose such charges consistent with its costs.
3. Where utilities are individually metered to State-owned housing units, the employee shall assume all responsibility for payment of such utility rates, and any increases imposed by the utility company.

- C. Notwithstanding any of the above, the Department of Fish and Game will meet and confer with Union representatives prior to the implementation of rental increases. The department will meet and confer over any amount of necessary increases, the implementation dates, and the necessity for the increase.
- D. The Department of Fish and Game is committed to improving the quality of State-owned housing under its jurisdiction. To that end, the department will seek funding authority for maintenance and improvement of department-owned housing.

This subsection is not subject to the provisions of Article 6 of this Contract.

E. Possessory Interest Taxes – Department of Fish and Game

1. Reimbursement for Possessory Interest Taxes

The Department of Fish and Game will reimburse Unit 11 employees who occupy department-owned housing for their payment of possessory interest taxes, where assessed. Employees shall follow department procedures for filing claims for reimbursement. The department will not be responsible for any late charges or assessments incurred by the employees due to delinquent payment of the possessory interest taxes.

2. Working Condition Fringe Benefit Exception

- (a) This subsection E(2) shall apply to employees whose residency in State-owned housing satisfies the criteria for the working condition fringe benefit exception found in tax laws.
- (b) Possessory interest reimbursement provided by the Department of Fish and Game shall not be reported to the State Controller's Office as income subject to taxation and other withholdings when an employee completes required forms and submits them to the Department Fish and Game by the date management specifies. The Department of Fish and Game shall not be responsible for erroneous reporting of reimbursements as income if the employee fails to utilize the required form and/or procedures developed by the department for this purpose.
- (c) Employees who had possessory interest reimbursements reported as income during calendar year 2000 shall upon request be reimbursed for the amount they lost because the working condition fringe benefit exception was not applied. Employee requests for reimbursement shall be made on a form provided by the Department of Fish and Game. Employee requests must be submitted to the Department of Fish and Game no later than June 30, 2002.
- (d) The decision about which employees qualify for the working condition fringe benefit exception shall not be subject to the grievance and arbitration provisions of this Contract.

12.7 Overtime Meal Benefits and Allowances - CDC and CYA

- A. Overtime meal allowances will be granted when an employee is required to work at least two (2) consecutive hours prior to or two (2) consecutive hours after a regular work shift of at least eight (8) hours. An employee who works an alternate work

schedule with a shift in excess of eight (8) hours shall only be eligible for an overtime meal allowance when required to work two (2) consecutive hours prior to or two (2) consecutive hours after such work shift. If the employee is required to work for more extended periods of time, he/she may be allowed an additional meal allowance for each additional six (6) hour period of assigned work. No more than three (3) overtime meal allowances will be claimed during any twenty-four (24) hour period. If the cafeteria is closed then reimbursements shall be made pursuant to D.2. below.

- B. Employees who meet the above criteria shall be provided an overtime meal ticket (local form) on the day it is earned. The date and time of issue will be recorded on the ticket.
- C. Employees who are on travel status, and are being reimbursed under the business and travel portion of this contract, will not receive a meal at State expense nor be reimbursed for an overtime meal under the provisions of this section.
- D. The value of the meal ticket at the institution snack bar or employee dining room shall be established by management. The value will be sufficient to purchase a complete hot meal. If used to purchase a meal, the meal will constitute full and complete reimbursement.

The employee may use the meal ticket as provided in 1. and 2. below:

- 1. If the employee chooses to use the assigned meal ticket at the employees' snack bar or dining room, the employee must use it within a 90-day period of the time recorded on the meal ticket. If used to purchase a meal, the meal itself will constitute full and complete reimbursement. If the employee does not purchase a meal, he/she may follow the procedure as outlined in 2. below;
 - 2. Employees requesting reimbursement under this option will receive \$6, regardless of the value assigned to the meal ticket by local management;
 - 3. Employees in assignments which do not allow the State to provide a meal ticket shall be provided alternative methods, determined by the State, to receive the \$6 reimbursement for overtime meal allowances earned.
- E. Meal tickets held prior to the signing of this Contract shall be cashed out in accordance with this Article if there is no on-site employee facility which serves hot meals.

12.8 Overtime Meal Allowance

- A. Up to \$8 may be reimbursed for an overtime meal. Receipts may be required. An overtime meal allowance of up to \$8 will only be provided when an employee is required to work two (2) consecutive hours prior to or two (2) consecutive hours after a regular work shift of at least eight (8) hours. An employee who works an alternate work schedule with a shift in excess of 8 hours shall only be eligible for an overtime meal allowance of up to \$8 when required to work two (2) consecutive hours prior to or two (2) consecutive hours after such work shift.
- B. No overtime meal allowances will be paid to employees who are working overtime on a regular day off or holiday unless they work two (2) or more hours in excess of the number of hours worked on their regularly scheduled workdays.

12.9 Damaged or Destroyed Personal Property

In accordance with established procedures, when requested by an employee, a department may pay the cost of replacing or repairing eyeglasses, hearing aids, dentures, watches, or articles of clothing necessarily worn or carried when damaged in the line of duty without fault of the employee. If the eyeglasses, hearing aids, dentures, watches, or clothes are damaged beyond repair, the department may pay the actual value of such eyeglasses, hearing aids, dentures, watches, or clothing. The value of such eyeglasses, hearing aids, dentures, watches, or clothing shall be determined as of the time of the damage hereto.

12.10.15 Uniform Replacement Allowance

A. Effective January 1, 2002, when the State requires a uniform to be worn as a condition of employment and does not provide such a uniform, the State shall authorize a uniform replacement allowance based on actual costs substantiated with a receipt for an amount not to exceed \$450 per year.

1. Uniform means outer garments, which are required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from the design or fashion of the general population. This definition includes items that serve to identify the person, agency, function performed, rank, or time in service.
2. In those cases where the State provides the uniform to be worn, the uniform items provided pursuant to the section are State-owned or leased property which will be maintained as the State deems necessary. Employees issued State-provided uniform items shall be responsible for loss of or damage to the uniform items other than that incurred as the result of normal wear or through no fault of the employee.
3. In those cases where the State does not provide the uniform to be worn, employees shall be responsible for the purchase of the required uniform as a condition of employment. After an employee has the equivalent of one (1) full year in a permanent position, which requires a uniform, he/she must submit a request in accordance with existing departmental practice in order to receive a uniform replacement allowance.
4. Employees shall wear their required uniforms only in an official capacity except that employees may wear such uniforms on the grounds of their facility and to and from their work location including associated incidental travel.
5. The Uniform Replacement Allowance shall not be considered compensation for retirement purposes.

B. Single Source Vendor

1. During the life of this Contract, departments may establish a single source vendor system to replace the current uniform replacement allowance program. If a single source vendor system is established, employees shall use the system to obtain department authorization uniform replacement items. Departments that participate in a single source vendor system may establish an anniversary date for the uniform replacement credit with the vendor. Employees will receive their

credit on that date based on the number of qualifying pay periods in the uniformed classification and in accordance with existing State laws, rules, and regulations.

2. Employees newly appointed (new hire to State service, promotion, transfer, or demotion from a non-uniformed classification) shall be required to purchase the uniform as a condition of employment and such purchase shall be through the single source vendor. Such employees will be eligible for a prorated uniform replacement credit on the established anniversary date, and a uniform replacement credit on each subsequent anniversary date.
- C. In the Department of Corrections eligible Bargaining Unit 15 employees will submit their requests for reimbursement using a Travel Expense Claim (TEC). Employees must attach their receipts with the TEC and also write their appointment date at the bottom of the TEC. A TEC may be submitted on the first working day in July, but no later than the last working day in July. Employees must file the TEC with their institution accounting office.
1. The uniform for Correctional Supervising Cook/Cook Specialist I/II (CF) (CDC) shall consist of the following items:
 - Shirt, tan, equivalent to Big Mac or Levi's, with Department patch over the left breast pocket
 - Trousers, dark brown, equivalent to Big Mac or Levi's
 - Shoes, must be non-skid brown/black, leather uppers only, plain toe conservatively designed. No buckles or designs on or in leather of any sort. Leather must be of smooth texture. Heels not to exceed 1 1/2 inches in height. Soles must be non-skid type and oil resistant. Military style shoes are acceptable, no cowboy boots or tennis/gym type shoes.
 - Jumpsuit, long/short sleeve solid brown in accordance with Department specifications
 - Tan smock
 2. The following items are mandatory accessories:
 - 3" CDC patch on solid brown cap with the Department identification and classification (CSC/Cook Specialist I/II rocker)
 - 3" CDC patch above the left breast pocket with the Department identification
 - Belt, brown/black
 - 3" CDC patch on the left breast on a brown color jacket or coat
 - Key ring holder
 - Whistle
 - Name tag
 3. The following items are non-mandatory accessories:
 - Alarm holder
 - Flashlight

4. Based on their appointment date or time base, eligible employees may earn a pro-rata amount. All new food service staff will be paid on a prorated basis by month through June 30 of each year (e.g. A new employee whose start date is December 30, will be provided with fifty percent (50%) of the full amount of uniform replacement allowance.) The time an employee may have worked at another institution will count in determining an employee's eligibility for the uniform replacement allowance.

The items listed in 1. and 2. above are eligible for reimbursement under the provisions of Section 12.10.

D. CYA Uniforms-Food Services

1. Employees who work in the following positions are required wear uniforms in lieu of regular street clothing:
 - Correctional Supervising Cook
 - Cook Specialist I and II
 - Baker I and II
 - Food Service Technician I and II
 - Butcher-Meat Cutter II

2. The Department shall provide the prescribed food service uniform for the designated food service staff. All food service staff shall obtain their annual replacement uniforms by September 1 of each year. Purchase authorizations will be available during the month July of each year. Employees shall provide a detailed accounting of their expenses, including receipts which contain the vendor's name, address, a listing of the items purchased, and unit cost, after their purchases have been completed.

Based on their appointment date or time base, eligible employees may earn a pro-rata amount. All new food service staff will be paid on a prorated basis by month through June 30 of each year (e.g. A new employee whose start date is December 30, will be provided with fifty percent (50%) of the full amount of uniform replacement allowance.) The time an employee may have worked at another institution will count in determining an employee's eligibility for the uniform replacement allowance.

3. Uniforms shall include:
 - a. Pants/Slacks: Dark Brown equivalent to Ben Davis/Big Mac/Dickies; it can be made of three of the following fabric blends: 100% Dacron Polyester; 65/35 Dacron/Cotton blend, and/or 100% Cotton.
 - Pockets: The trousers shall be a modified uniform pattern, having a plain front with standard straight side pockets and two back pockets.
 - Belt Loops on Pants/Slacks: Shall be a minimum of five belt loops, a maximum of eight.
 - Zipper on Pants/Slacks: All pants must have standard uniform zippers.

- b. Shirt-Long/Short Sleeve: Tan, in color equivalent to Ben Davis/Dickies/Big Mac; it can be made of anyone of the following three fabric blends: 100% Dacron Polyester; 65/35 Dacron/Cotton blend, and/or 100% Cotton. Normal shirts tail for inside wear only. Must be Button shirt.
 - Pockets of shirt: Shall be plain with matching button and buttonholes on pockets. All shirts must contain two pockets.
- c. Caps: Shall be brown and tan or all brown baseball type. Material must be all cotton or a cotton/polyester blend. Seamless front, baseball-cap style with mesh back or cloth back round top with adjustable head size. The cap will be worn in bill-forward position only. Caps will be required to have authorized California Youth Authority Food Service patches sewn on the center front of all caps.
- d. Shoes: Shoes must be brown or black leather uppers only, plain toe conservatively designed. No buckles or designs on or in leather of any sort. Leather must be of smooth texture. Heels not to exceed 1 1/2 inches in height. Soles must be non-skid type and oil resistant. Military style shoes are acceptable, no cowboy boots or tennis/gym type shoes.
- e. Jumpsuits (Long/Short Sleeve) (Optional): Jumpsuits material shall be a Dark Brown equivalent to Ben Davis/Big Mac/Dickies; it can be made of the following fabric blends and weights: 100% Dacron Polyester; 65/35 Dacron/Cotton blend, and/or 100% Cotton. The jumpsuit must be a one-piece coverall with a collar, belt loops (optional). The jumpsuit must have the following: two horizontal, plain-front breast pockets with zippered closures; breast pocket zippers to be concealed by a fabric flap; and two hip and front pockets with zippered closures.

The jumpsuit will have the standard California Youth Authority (CYA) shoulder patches.

The jumpsuit will have a sewn-on cloth name plate which will be sewn centered above the right breast pocket. The cloth nameplate shall have gold lettering with a dark brown background. The nameplate shall be 1-inch tall by 5 1/4 inches long, with block-style lettering that is 5/8-inch to 3/4-inch tall. Lettering shall consist of the first initial of the first name, followed by a space, followed by the entire last name, and centered both top and bottom. The name shall not exceed 6 inches in length.

- f. Jacket or Coat (Optional): Dark brown uniform type with authorized California Youth Authority Food Service patch on the left shoulder two inches below the sleevehead seam.
- g. Patches: Authorized California Youth Authority Food Service patches will be worn on the left sleeves of all uniforms, jumpsuits, and shirts. The top patch to be two inches below the sleevehead seam and in such a manner that a line bisecting the center of the patch shall be perpendicular to the ground when the garment is worn. To be sewn on garment with colorfast medium brown thread, not cross-stitched. The food managers will provide patches. Patches will also be sewn on the center front of all caps.

- h. Name Tags: Employees will only wear authorized name tags provided by the Food Manager.
 - Position or Job Titles: The lettering size of such title is to be 1/8-inch high. When placed on the nameplate, the grouping of the name and title shall be centered both top to bottom and side to side.
- i. Belts: Belts brown or black shall be worn on pants / slacks and jumpsuits.
- j. The items listed above are eligible for reimbursement under the provisions of Section 12.10
- k. TRANSITION PERIOD:

Effective with the fiscal year beginning July 1, 2002, but no later than September 1, 2002 employees may submit a claim for reimbursement for uniform replacement allowance. Claims must be submitted between July 1 and September 1 every year thereafter.

12.11 Tools, Business Equipment, Materials and Supplies

- A. The State shall determine what special items of tools, equipment, materials, and supplies are necessary for employees to perform their jobs. Such items shall, within budgetary constraints, be made available by the State.
- B. Employees issued State-provided items shall be held responsible for loss of and/or damage due to negligence.

12.12 Professional Dues

In recognition of the professional nature of employees, each department, commission, board, or agency may reimburse an employee for up to \$50 per year for membership dues in one (1) job-related professional society or association of the employee's choice, or for a job-related professional license fee. Both parties agree and understand that a different amount of reimbursement, if any, may be provided to employees in the same or similar situation.

12.13 Reimbursement of Fees

The State agrees to pay the full renewal cost of professional and/or technical license, certificates, or credentials which are required as a condition of employment.

ARTICLE 13 – CAREER DEVELOPMENT

13.1 Personnel and Evaluation Materials

There will be only one official personnel file and normally one supervisory work file regarding each employee and these files will be maintained as follows:

- A. An employee's official departmental personnel file shall be maintained at a location identified by each department head or designee. Upon request, the State shall identify any supervisory files kept on the employee and shall identify the location of each file.
- B. Information in an employee's official departmental personnel file and supervisory work file shall be confidential and available for inspection only to the employee's department head or designee in conjunction with the proper administration of the department's affairs and the supervision of the employee; except, however, that information in an employee's official departmental personnel file and supervisory work file may be released pursuant to court order or subpoena. An affected employee will be notified of the existence of such a court order or subpoena.
- C. Evaluation material or material relating to an employee's conduct, attitude, or service shall not be included in his/her official personnel file without being signed and dated by the author of such material. Before the material is placed in the employee's file, the department head or designee, shall provide the affected employee an opportunity to review the material, and sign and date it. A copy of the evaluation material relating to an employee's conduct shall be given to the employee.
- D. An employee or his/her authorized representative may review his/her official personnel file during regular office hours. Where the official personnel file is in a location remote from the employee's work location, arrangements shall be made to accommodate the employee or his/her authorized representative at the employee's work location. Upon request, the employee shall be allowed a copy of the material in his/her personnel file.
- E. The employee shall have a right to insert in his/her file reasonable supplementary material and a written response to any items in the file. Such response shall remain attached to the material it supplements for as long as the material remains in the file.
- F. Any performance evaluation conducted of an employee who is a participant in the Union/State Collective Bargaining negotiations shall recognize the employee's frequent absence from his/her State job and the impact of such absences on the employee's performance. This is not intended to abrogate the right of the State to take disciplinary action against any employee who happens to be involved in such representational activities.
- G. Material relating to an employee's performance included in the employee's departmental personnel file shall be retained for a period of time specified by each department, except that at the request of the employee, materials of a negative nature may either be purged after one year or at the time such material is used in a written performance evaluation. This provision, however, does not apply to formal adverse actions except as defined in applicable Government Code Sections. By mutual agreement between a department head or designee and an employee,

adverse action material may be removed. When an employee receives written documentation of a negative nature, the supervisor shall note in writing on the documentation the time frame it will remain in the file.

- H. Supervisors may keep working supervisory files on the performance and conduct of employees to provide documentation for matters such as, but not limited to, probation reports, performance appraisals, training needs, MSA reviews, bonus programs, adverse actions, employee development appraisals, or examination evaluations. An employee and/or his/her authorized representative may, upon request, review the contents of his/her file with his/her supervisor. Upon request, the employee shall be allowed a copy of the material in his/her supervisory file.

13.2 Personal Performance Session

Meetings between employees and management concerning unsatisfactory work performance or work-related problems should, whenever practicable, be held in private or in a location sufficiently removed from the hearing range of other persons. The Union recognizes that the circumstances of the situation may require an immediate response from management, and thereby preclude privacy. However, if an immediate response is not necessary, arrangements will be made for a private meeting.

13.3 Joint Apprenticeship Committee

- A. It is the policy of the State employer and Union to support the establishment of apprenticeship programs in Unit 1, 3, 4, 11, and 15 where such programs are deemed appropriate. The Union and the State agree that such apprenticeship programs shall be administered in accordance with the Shelley - Maloney Apprentice Labor Standards Act of 1939 (Labor Code Section 3070, et seq.) and pursuant to the following provisions:
 - 1. The classification of positions and the selection process shall be governed by the SPB. The State retains the right to hire.
 - 2. A Joint Apprenticeship Committee shall evaluate and discipline any employee participating in an apprenticeship program under the scope of civil service rules and regulations.
 - 3. Apprenticeship programs shall operate under the Joint Apprenticeship Committee concept, i.e., each committee shall contain an equal number of representatives selected by the Union and by the State in addition to an Apprenticeship Consultant of the Department of Industrial Relations, Division of Apprenticeship Standards.
 - 4. Each Joint Apprenticeship Committee shall determine the training program for the classes included for their program.
 - 5. Union representatives who have been selected as Joint Apprenticeship Committee members shall serve with no loss of compensation during Committee meetings.
- B. The State agrees to continue existing apprenticeship programs.

- C. The Union and the State agree to jointly explore areas of possible expansion of the existing and the creation of additional apprenticeship programs for Unit 1, 3, 4, 11, and 15 occupations. The Union and the State agree to meet and confer on this matter at the request of either party. Any new Joint Apprenticeship Committees shall function in accordance with this Section.
- D. To enhance the understanding of formal, on-the-job apprenticeship training the State and Union shall request an Apprenticeship Standards Consultant from the Department of Industrial Relations, Division of Apprenticeship Standards, to attend any exploratory meeting.

13.4 Performance Appraisal of Permanent Employees

- A. The performance appraisal system of each department may include annual written performance appraisals for permanent employees. Such performance appraisals may be completed at least once each twelve (12) calendar months after an employee completes the probationary period for the class in which he/she is serving. In the absence of any current annual performance appraisal, or performance evaluation material to the contrary, the employee's performance shall be deemed satisfactory.
- B. An employee may grieve the content of his/her performance appraisal through the department level of the grievance procedure when he/she receives a substandard rating in either a majority of the performance factors or an overall substandard rating.

13.5.15 Orientation and Safety Training

- A. Departments shall provide on-the-job orientation for all Unit 15 employees within one (1) month of being hired.
- B. The intent of the orientation shall be to provide sufficient training to ensure that the employee will have the opportunity to perform his/her duties at a satisfactory level and in a safe and efficient manner.

13.6.15 State-Required Training

- A. The State agrees to reimburse Unit 15 employees 100% for expenses incurred as a result of completing training or education courses required by a department. Reimbursement shall be limited to tuition and/or registration fees; cost of course required books; transportation or mileage expenses from the employee's headquarters; toll and parking fees; lodging and subsistence expenses. Reimbursement for the above expenses shall be in accordance with Section 12.1 of this Contract.
- B. Unit 15 employees who are directed to attend a training course required by a department shall be granted reasonable time off without the loss of compensation for courses that are scheduled during their normal working hours.
- C. Unit 15 employees who are directed to attend a training course required by a department during other than their normal working hours shall have their work schedule adjusted within their regularly scheduled workweek or be credited with time worked.

- D. An employee shall receive reimbursement for tuition and other necessary expenses if the training assignment is terminated prior to completion either (1) at the convenience of the State, or (2) because of death, prolonged illness, disability or other similar event.

13.7.15 Career-Related Training

- A. Upon completion of an authorized career-related training or education course, a department shall reimburse a Unit 15 employee for up to fifty percent (50%) of course-required books and tuition. Unit 15 employees shall attend these courses on their own time. However, departments may adjust the employee's work schedule for courses which occur during the employee's normal work hours.
- B. The employee shall receive reimbursement for tuition and books if the training assignment is terminated prior to completion either (1) at the convenience of the State, or (2) because of death, prolonged illness, disability or other similar event.
- C. To ensure equitable treatment among employees, each department shall make available to interested employees its training policy. Unit 15 employees may make application for scheduled training courses. Each department shall give consideration to all requests for training.
- D. To the extent practicable and within available training resources, the department shall arrange for such counseling, education, and training of employees as may be reasonably needed to prepare them for placement in other State civil service positions when their positions have been or are about to be changed substantially or eliminated by automation, technological changes or other management-initiated changes.
- E. By September 1 of each year each department shall provide the Union with a copy of its upward mobility policy. Thereafter, each department shall provide the Union with a copy when its upward mobility policy is changed.
- F. With prior authorization by a department head or designee, the State may reimburse and/or provide an amount of time off without loss of compensation for attendance at upward mobility career related training. Release time without loss of compensation may be for up to 100% of the time required for course attendance. Both parties agree and understand that a different amount of reimbursement and release time may be provided to employees with the same or similar situations.

13.8.15 Unit 15 Joint/Labor Management Committee on Upward Mobility and Career Development

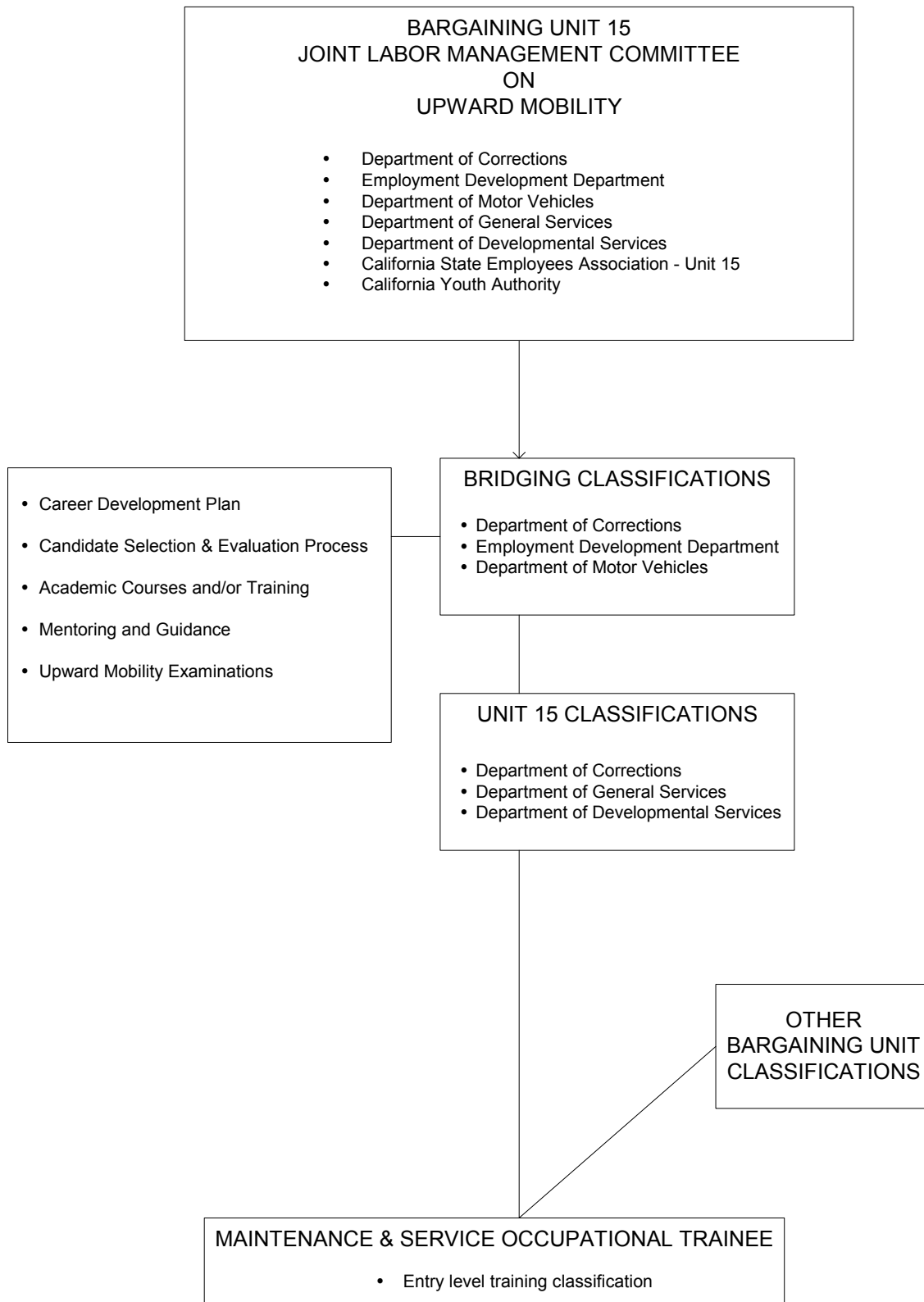
- A. The State and the Union agree to establish a Unit 15 Joint Labor/Management Committee on Upward Mobility and Career Development, in which career opportunities are developed and published.

- B. The Committee shall consist of twelve (12) members. Six (6) members shall be selected by the State, one each from the Department of Corrections (CDC), Department of General Services (DGS), Department of Developmental Services (DDS), Department of Motor Vehicles (DMV), Employment Development Department (EDD) and the California Youth Authority (CYA). Six (6) members shall be selected by and represent CSEA. In addition, the committee shall be co-chaired by one (1) management and one (1) labor representative.

The function of the committee shall be as follows:

1. Review each department's "Summary of Upward Mobility Report" which include annual goals that include the number of employees expected to progress from positions in low paying occupational groups to entry-level technical, professional, and administrative classifications, and the timeframe within which this progress shall occur.
 2. Develop content for a Career Development resource document that includes (but is not limited to) the following items:
 - A. How to interview for a job
 - B. A Map of the steps in getting a state job and a promotion
 - C. Identification of the levels and types of skills needed at different steps in the career ladder
 - D. Information on where to find the training and education to build your skills
 - E. Links to the career information on state agency internet sites
 - F. Templates and guidelines for writing resumes and preparing state applications
 3. Develop a training and development program to provide career advancement opportunities within the Bargaining Unit 15 classifications.
 4. Provide information on available apprenticeship or other training programs, including qualification criteria for acceptance into programs.
 5. Identify the minimum requirements of the various bridging classes that have been identified and develop appropriate training opportunity including cooperative arrangements with college programs.
 6. Develop and plan upward mobility examinations in conjunction with the State Personnel Board.
 7. Develop and initiate a candidate selection and evaluation process.
 8. Develop and initiate a mentoring and coaching plan to provide support, encouragement, guidance and resources.
- C. The Committee shall meet no less than on a quarterly basis.

- D. The Committee shall develop the scope, set the time-line, and prioritize the activities, etc. Union members on the committee shall be allowed a reasonable amount of time for committee activity without loss of compensation. All other expenses shall be the responsibility of each party participating on this committee.



13.9.15 CDC Training

- A. The Department of Corrections shall provide Unit 15 employees with forty (40) hours non-custody staff training in the In-Service Training (IST) units at their respective institutions. New Unit 15 employees shall be provided with this training within three (3) months of being hired. Current Unit 15 employees shall attend training on an on-going basis in equitable ratio to other non-custody employees who have regular direct responsibility for supervising two (2) or more inmates. Attendance in IST training will be based on the availability of funds and space.
- B. Upon the Union's request, each institution shall provide annually to the Union the number of its Unit 15 employees who have completed 40 hours of training.
- C. The Department of Corrections shall provide training in a variety of forums relative to job related topics. The following training components can be used to address the job related issues, but does not limit the Department to use other available training resources as follows: (1) the Centralized Food Services Library; (2) Cook/Chill Training Handbook; (3) Food Services Handbook; (4) Inmate Supervision, Timekeeping and Disciplinary Procedures; (5) Use of Force Procedures; (6) Tool Control Inventory; (7) HACCP Training Manual; and (8) employee self protection training.
- D. Whenever the training program for Unit 15 employees is substantially revised, the Union will be notified and given an opportunity to discuss the changes.
- E. The Union may propose revisions to the training for Unit 15 employees to the Chief of Department Training who will consider this input and notify the Union of his/her decision in writing within thirty (30) days.

13.10.15 CYA Training

- A. All new Unit 15 employees will be provided with an orientation handbook and an orientation checklist.
- B. The California Department of the Youth Authority's intent is to provide Unit 15 employees with (40) hours of mandated Support Academy Training at the Youth Authority Training Center or at a designated location within six (6) months of being hired. Attendance at the Academy will be based on a space available basis.
- C. The California Department of the Youth Authority's intent is to provide training at each individual institution in a variety of forums relative to job-related topics. The following are examples of training that can be utilized to address the job-related topics but does not limit the Department to utilize other available training components:
 - (1) Orientation of new staff; (2) Crisis Intervention-Basic; (3) Ward Grievance-DDMS; (4) Infection Control; (5) Institutional Security; (6) Management of Assaultive Behavior-Basic; (7) Sexual Harassment; (8) Work Place Violence; (9) Cook/Chill Procedures; and (10) Hazardous Analysis Critical Control Point (HACCP) Procedures.

D. STAFF ORIENTATION FLOW CHART
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Employee's Name: _____

Employee's Supervisor

Hire Date

Civil Service Position:

The following items must be fully discussed and documented within five business days of employment. The Immediate supervisor or designee is responsible for ensuring that the employee is scheduled with the other staff providing new employee orientation services.

Employee must be given Safety Orientation before assuming job duties.

	ORIENTATION SUBJECTS	Employee's Initials	Staff's Initials	Date
I	PERSONNEL <i>Person providing orientation:</i>			
	A. Records, retirement plans, payroll deductions, insurance, fingerprints etc.			
II	IMMEDIATE SUPERVISOR <i>Person providing orientation:</i>			
	A. Job safety, safety equipment, evacuation routes, hazardous materials			
	B. Alarm system (how and when the personal alarm should be used)			
	C. Key, tool, telephone use, and equipment control policy; keys issued			
	D. Emergency Notification Card (and update policy)			
	E. Staff Accountability System and policy			
	F. Time keeping, sick leave, reporting and verification of absences			
	G. Parking, dress code, grooming standards, dress down days, smoking			
	H. Duty statement, performance standards, post orders			
	I. Probation, performance appraisal, progressive discipline			
	J. Ward count policy and procedure (if applicable)			
	K. Business Office: ID Card, phone sys., Incompatible Activ., purchasing			
	L. Accounting Office: check disbursement, travel expenses			
	M. Staff Introductions: administration, section heads, security supervisors			
	N. LAN Manager: Q-Mail password, computer software & Internet policy			
	O. Tour: Control, med/dent, living, school, kitchen, warehouse, maint.			
III	SECURITY (Major or Captain) <i>Person providing orientation:</i>			
	A. Security Operations overview			
IV	TRAINING OFFICER <i>Person providing orientation:</i>			
	A. Issued New Employee Guide			
	B. Orientation to the CYA, YOPB, and NYCRC – and overview			
	C. Major disturbances and emergencies, hostage policy, <i>hands-off</i> force policy			
	D. Search, contraband, and pager/cell phone policy, personal items policy			
	E. Basic security practices, alternate means for reporting emergent problems			
	F. What to do if you feel you don't have control of your assigned wards			
	G. Ward's Rights and the Disciplinary Decision Making System			
	H. EEO, Sexual Harassment, ADA, non-discrimination policy			
V	HEALTH & SAFETY OFFICER <i>Person providing orientation:</i>			
	A. Health and Safety Program overview, reporting on-duty injuries/illness			
	B. IDL, NDI, EAP, designation of personal physician			
	C. Workplace violence, ESAT			

Distribution by: 1) Original to Personnel 2) Training File 3) Supervisor's Work File 4) Employee Supervisor

(SEE OVER)

STAFF ORIENTATION FLOW CHART (Page 2)

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	ORIENTATION SUBJECTS	Employee's Initials	Staff's Initials	Date
VI	CHIEF MEDICAL OFFICER <i>Person providing orientation:</i>			
	A. Communicable disease and Bloodborne pathogen overview			
	1. View Infectious Disease Video			
	B. Emergencies, what Medical will and won't do, staff record keeping			
	C. Annual TB testing, policy			
VII	SENIOR PSYCHOLOGIST <i>Person providing orientation:</i>			
	A. Child Abuse Reporting (CAR) Law and form, NYCRCR CAR policy			
	B. Suicide Prevention, Assessment, and Response (SPAR) policy			
VIII	SPECIAL REQUIREMENTS (Determined by Supervisor)			
	A.			
	B.			
	C.			
	D.			
	E.			
	F.			
	G.			

NOTES: _____

I have been orientated to all items listed on this form and have had all my questions answered.

Employee's Signature Date Supervisor's Signature

FORM MUST BE COMPLETED FIVE BUSINESS DAYS FOLLOWING APPOINTMENT

13.11.15 Employee Group Meetings

Supervisors shall conduct meetings at least once a month with Unit 15 employees to discuss work-related problems and/or State initiated changes which affect Unit 15 employees and other information which is pertinent to their work performance.

Supervisors will accept suggestions from such employees on job improvements and submit the suggestions to their management for consideration.

ARTICLE 14 – CLASSIFICATION

14.1 Classification Changes

- A. Effective January 1, 2002, when the Department of Personnel Administration (DPA) proposes establishment of a new classification or modification of an existing one, it shall inform the Union in writing of the proposal. The Union may request to meet and confer with the Department of Personnel Administration regarding the classification proposal. Failure to respond in writing within thirty (30) calendar days of receipt of the notice shall constitute a waiver of the Union's right to meet and confer over the classification proposal prior to submittal to the State Personnel Board for consideration.
- B. The first negotiations meeting shall take place within twenty (20) calendar days of the Union's request unless the parties agree to a different date. The purpose of the negotiations shall be the classification specifications and the compensation.
- C. If the parties reach an agreement, they shall jointly recommend, in writing, that the classification proposal be submitted to the State Personnel Board (SPB) for the non-hearing calendar.
- D. If the parties do not reach an agreement the classification proposal may be submitted to the State Personnel Board.
- E. In the event the State Personnel Board renders a decision that was not mutually agreed to by the parties, the Union and the State shall meet and confer over the impact, including compensation, of the Board's decision. No classification shall be established without a salary structure.

14.2 Out-of-Classification Grievances and Position Allocation Hearing Process

A. Definitions

- 1. An employee is working "out of class" when he/she spends a majority (i.e., more than 50 percent [50%]) of his/her time over the course of at least two (2) consecutive work weeks performing duties and responsibilities associated with a higher level existing classification that do not overlap with the classification in which said employee holds an appointment.

Duties that are appropriately assigned to incumbents in the employee's current classification are not out of class. Duties appropriately assigned are based on the definition and typical tasks enumerated in the California State Personnel Board specification.

Training and Development assignments are not out-of-class work.

2. For purposes of this section, a classification is at a "higher level" if the maximum salary of the highest salary range (excluding alternate range criteria other than deep class criteria) is any amount more than the maximum salary of the highest range of the class in which the employee holds an appointment.
3. When an employee is performing the duties of a vacant position properly assigned to a higher class or the duties of an absent employee whose position is properly assigned to a higher classification, the employee shall be considered to be working out of class.

B. Authorization and Rate of Pay

1. Notwithstanding Government Code Sections 905.2, 19818.8, and 19818.16, an employee may be temporarily required to perform out-of-class work by his/her department for up to 120 calendar days in any twelve (12) consecutive calendar months when it determines that such an assignment:
 - a. Is of unusual urgency, nature, volume, location, duration, or other special characteristics; and,
 - b. Cannot feasibly be met through use of other civil service or administrative alternatives.
2. Departments may not use out-of-class assignments to avoid giving civil service examinations or to avoid using existing eligibility lists created as the result of a civil service examination.
3. When an employee is assigned out-of-class work, he/she shall receive the rate of pay he/she would have received pursuant to Title 2 Cal. Code Regs Section 599.673, 599.674, or 599.676 if appointed to the higher classification.
4. Out-of-class work may be discontinued by departments at any time; however, departments may not rotate employees in and out of out-of-class assignments to avoid payment of out-of-class compensation.
5. Out-of-class pay shall not be considered as part of the employee's base pay when computing the rate due upon promotion to a higher level.

C. Out-of-Class Grievances and Allocation Appeals

1. The grievance and arbitration procedure described in subsection D. below shall be the exclusive means by which alleged out-of-class assignments shall be remedied, including requests for review by the Department of Personnel Administration referenced in Government Code Section 19818.16 or the State Board of Control.
2. The grievance and arbitration procedure described in this section shall be the exclusive means for appealing position allocation or reallocation referenced in Government Code Sections 19818.6 and 19818.20.
3. Employees may not separately file out-of-class grievances and position allocation or reallocation grievances pertaining to the same duties and responsibilities.

4. The only remedy that shall be available (whether claiming out-of-class work or position misallocation) is retroactive pay for out-of-class work. Said pay shall be limited to out-of-class work performed (a) during the one (1) year calendar period before the employee's grievance was filed; and (b) the time between when the grievance was filed and finally decided by an arbitrator.
5. Arbitrators shall not have the authority to order reclassification (reallocation) of a grievant's position or discontinuance of out-of-class work assignments.

D. Grievance Procedure and Time Limits

1. An employee's grievance initially shall be discussed with the employee's supervisor.
2. If the grievance is not resolved to the satisfaction of the grievant a formal grievance may be filed on a form provided by the State within:
 - a. Fourteen (14) calendar days after receipt of the decision rendered by the supervisor; or
 - b. Twenty-one (21) calendar days after the date the employee's duties allegedly changed such that he/she stopped working out of classification or his/her position became misallocated.

However, under no circumstances may the period in which to bring the grievance be extended beyond the twenty-one (21) calendar days in Item b. above.

3. Out-of-class and misallocation grievances shall be filed with a designated supervisor or manager identified by each department head as the department level of appeal in the usual grievance procedure found in Article 6.
4. The person designated by the department head as the department level of appeal shall respond to the grievance in writing within forty-five (45) calendar days after receipt of the grievance.
5. If the grievant is not satisfied with the decision rendered by the person designated by the department head at the department level of appeal, he/she may appeal the decision in writing within twenty-one (21) calendar days after receipt to the Director of the Department of Personnel Administration.
6. The Director of the Department of Personnel Administration or designee shall respond to the grievance in writing within sixty (60) calendar days after receipt of the appealed grievance.
7. If the grievance is not resolved by the Department of Personnel Administration, the Union shall have the right to submit the grievance to arbitration in accordance with Article 6, Section 6.11.
8. Article 6, Section 6.11 (Arbitration Level) shall apply to out-of-class and misallocation grievances except as otherwise provided in this section.

- E. The arbitrator's decision regarding out-of-class and misallocation grievances shall be final and binding on the parties. Said awards shall not be subject to challenge or review in any forum, administrative or judicial, except as provided in Code of Civil Procedure Section 1286.2 et seq.
- F. The parties agree to support legislation to amend Government Code Section 19818.8 as follows. Said legislation must be enacted into law before the provisions of this section take effect.
 - 1. Government Code Section 19818.8 (a) A person shall not be assigned to perform the duties of any class other than that to which his or her position is allocated, except as permitted by Section 19050.8.
 - 2. If the provisions of this section are in conflict with the provisions of a memorandum of understanding reached pursuant to Section 3517.5, the memorandum of understanding shall be controlling without further legislative action, except that if those provisions of the memorandum of understanding require the expenditure of funds, the provisions shall not become effective unless approved by the Legislature in the annual Budget Act.

14.3 Classification/Pay Data

Upon request, the State shall, on an annual basis, provide the Union with a list of classifications and salaries for Units 1, 3, 4, 11, and 15 rank-and-file employees.

14.4 Duty Statements, Post Orders, and Work Instructions

- A. An employee, shall be provided a duty statement for his/her position within fifteen (15) calendar days of his/her request. Duty statements must comply with the SPB job classification specifications.
- B. Post orders in CDC and work instructions in CYA will be provided where applicable.
- C. Duty statements, post orders, and work instructions shall be determined by the appointing power or designee and will be consistent with an employee's classification. At the time of an employee's annual appraisal, his/her duty statement shall be reviewed, and if necessary, updated to reflect his/her current duties.
- D. Upon request, a Union representative for the affected bargaining unit will be provided access to existing duty statements, post orders, and work instructions for review, and may make recommendations for changes to the appointing authority or designee.
- E. The parties recognize that Post Orders in CDC and Work Instructions in CYA are not grievable or arbitrable.

14.5 Automation and New Technology

The State shall endeavor to notify the Union 180 days, but no less than sixty (60) days, prior to implementation of automation or technological changes that will result in a significant impact on bargaining unit employees. Upon request of the Union within thirty (30) days of such notification, the State shall negotiate with the Union on the impact of such changes.

14.6 Job Announcements

When a department posts a job announcement for which two classifications may be considered, it shall provide the duty statement for each classification upon request to each candidate for the position.

14.7 Assignment of Duties Normally Performed by Bargaining Unit Employees

The State shall notify the Union at least thirty (30) calendar days in advance of the effective date, before assigning duties normally performed by employees in the bargaining units covered by this Contract to any employee, group, individual, organization or business enterprise, if such assignment(s) may result in the displacement of employees in bargaining units covered by this Contract.

Upon request, within thirty (30) calendar days of the Union's receipt of the notice, the State shall meet and confer with the Union over such assignments.

14.8.15 Janitorial Staffing Levels for Cleaning

- A. It is the responsibility of the Department of General Services to adopt and promote a uniform staffing level for the cleaning of State-owned buildings and leased buildings cleaned by State civil service janitors. This staffing level has been identified at an average of 19,000 gross square feet per janitor.
- B. All State agencies employing janitors will base their cleaning program of this 19,000 square feet standard. Staffing at individual buildings may vary above or below the standard according to conditions; however, each agency's total janitor workforce must be programmed at 19,000 gross square feet per position.
- C. The Department of General Services will adopt new staffing levels for State owned and leased buildings, cleaned by State civil service janitors. Staffing levels are utilized as guidelines for budgeting purposes in determining staffing levels for new, existing or remodeled facilities. Staffing levels may be adjusted with consideration for client needs and facility requirements (e.g. building age, traffic patterns, building design and use.) These standards will be based on cleaning surveys, cleaning factors and levels of service. It is recognized that the staffing levels will differ from building to building based upon these factors.
- D. Joint Labor/Management Janitorial Committee – The State and the Union agree to establish a Joint Union/Management Committee consisting of six (6) members, three (3) of whom shall be selected by and represent the Department of General Services and three (3) whom shall be selected by and represent the employee organization. In addition, the committee shall be co-chaired by one (1) management and one (1) labor representative. The co-chair representatives shall act without a vote. The function of the committee shall be to review and develop janitorial staffing levels and standards.
 - a. The committee shall also serve in an advisory capacity relative to making recommendations on issues such as improved cleaning processes and procedures, employee safety and identifying employee training needs;

- b. The co-chairs of the committee shall establish the agenda, scope, time-line, etc. Union members on the committee shall be allowed a reasonable amount of time for committee activity without loss of compensation. All other expenses shall be the responsibility of each party participating on this committee.
- c. The provisions under Article 15.3 (D) are not subject to the grievance and arbitration procedures.
- E. This committee shall attempt to resolve all pending arbitrations/grievances that have been filed by the Union under this section since August 8, 2000*. Additionally, the committee shall attempt to resolve PERB Case No. LA-CE-462-S (1998). Those that the committee cannot resolve in a 30-calendar day process will go through the normal grievance process.

*The State and the Union had identified the following arbitrations and some of the grievances outstanding at this time:

- 1. DPA 00-15-0008 (8/8/00)
- 2. 1515 Clay Street, Oakland (5/2/01)
- 3. 450 N Street, Sacramento (6/12/01)

ARTICLE 15 – TRANSFER

15.1 Appeal of Involuntary Transfer

- A. The State shall make reasonable efforts to avoid involuntary transfers. An involuntary transfer which reasonably requires an employee to change his/her residence may be grieved under Article 6 only if the employee believes it was made for the purpose of harassing or disciplining the employee. If the appointing authority or the Department of Personnel Administration disapproves the transfer, the employee shall be returned to his or her former position; shall be paid the regular travel allowance for the period of time he/she was away from his/her original headquarters; and his/her moving costs both from and back to the original headquarters shall be paid in accordance with the Department of Personnel Administration laws and rules.
- B. An appeal of an involuntary transfer which does not reasonably require an employee to change his/her residence shall not be subject to the grievance and arbitration procedure. It shall be subject to the complaint procedure if the employee believes it was made for the purpose of harassing or disciplining the employee.
- C. The State shall provide a minimum of sixty (60) days written notice for an involuntary transfer which reasonably requires an employee to change his/her residence.
- D. Employees, who are unwilling to accept the geographical transfer required by their current department, may pursue other options, such as but not limited to voluntary transfer, voluntary demotion, reduced work-time program, authorized partial service retirement, or voluntary retirement or resignation. Such employees who meet the Department of Personnel Administration, State Restriction of Appointments (SROA) definition, shall be considered surplus. The department head or designee shall make job opportunity bulletins and materials available to all eligible surplus employees.

Eligible surplus employees shall be permitted to apply and compete for vacant positions of their current class or other classes to which he/she can transfer, pursuant to the SROA Process. Article 16 shall govern employee rights and appeals under these conditions.

- E. With prior supervisory approval, employees shall be allowed a reasonable amount of State paid time to participate in employment interviews associated with the efforts described in paragraph D. above.
- F. When a department has two or more employees in a class who are subject to an involuntary transfer which reasonably requires an employee to change his/her residence consideration shall be given for the affected employee's seniority in accordance with Government Code 19994.2.

G. Joint Labor/Management Committee

In the event that it becomes necessary for a department to involuntarily transfer five (5) or more employees in Bargaining Unit 15 covered by this agreement, the State and the Union will form a Joint Labor/Management Committee to address the affects of such transfer, including but not limited to the following issues:

Job placement assistance at the worksite to provide advice, counsel and placement of employees.

Available vacancies in other departments in employees' current classifications or other classes to which they can transfer.

Publication and dissemination of job opportunity bulletins.

Reasonable amount of State paid release time for employees to participate in employment interviews associated with the efforts described above.

The committee shall have equal number of representatives from the State and the Union and shall convene within no less that sixty (60) calendar days of the effective date of the involuntary transfer and shall be provided a reasonable amount of State paid release time to meet with affected employees at the workplace to discuss employees' rights and options in accordance with Government Code, and the Contract.

H. Change In Work Location

The State shall endeavor to provide a Unit 15 employee with thirty (30) calendar days, but in no case shall the State provide less than fifteen (15) calendar days notice of a permanent change in their work location when the change is made at other than the employee's request. Upon request, a Unit 15 employee will be given the reasons in writing.

An employee can submit a written request to change his/her work location. The department shall respond in writing no later than fifteen (15) calendar days of the request.

15.2 Hardship Transfer

The State and the Union recognize the importance of hardship transfers as a way of dealing with Work and Family issues.

An employee experiencing a verifiable hardship, e.g., domestic violence, mandatory job transfer of a spouse or domestic partner as defined in Family Code Section 297, family illness, serious health condition, injury or death of family members, may request a transfer to another geographic area to mitigate the hardship. The State shall endeavor to reassign the employee to a comparable or lesser (if comparable is not available) position in the requested geographic area. If the employee accepts a position in a lower paid classification, the State shall endeavor to reinstate the employee to their former classification and comparable salary level. Transfers under this section shall be considered voluntary and any associated relocation costs shall be subject to the applicable Department of Personnel Administration laws and rules.

This section is not subject to the grievance and arbitration procedure of this Contract.

15.3.15 Post and Bid Procedure for Vacant Positions

A. Post and Bid Procedure for Vacant Positions – DGS

KEY DEFINITIONS

Vacancy: A permanent full-time position unoccupied as a result of retirement, transfer, termination, reassignment, or new funding. Post and Bid shall be implemented in local management units that have full-time employees in the same class and where a variety of work schedules (days off, shifts, etc.) exist.

Permanent full-time status employee: A full time employee who has successfully passed probation in their current classification in the Department of General Services.

Post and Bid Request form: The written request form provided by respective DGS offices and completed by the permanent full time status employee requesting to be reassigned to any statewide local management unit position/assignment in their current classification. Request must be submitted during the annual 30-calendar day open period, October 1 through October 31. Requests shall be kept on file for 12 months, or until an employee is placed under these provisions.

Local Management Unit-DGS: Management units that meet the Unit 15 Post and Bid criteria are the following work locations:

<u>Fresno</u>	Sacramento	San Jose
<u>Los Angeles/Van Nuys</u>	<u>San Bernardino/Riverside</u>	<u>Santa Ana</u>
<u>Oakland</u>	<u>San Diego</u>	<u>Santa Rosa</u>
<u>Redding</u>	<u>San Francisco</u>	<u>Stockton</u>

Seniority: Seniority is determined by permanent full time status employees with the greatest amount of continuous statewide seniority in class. In the event of a tie in the seniority scores, the tie shall be broken using (1) total statewide service seniority; (2) departmental seniority; (3) by lot.

Seniority Post and Bid Lists: The local management unit lists of employees who have submitted a Post and Bid Request form, compiled in seniority order by the Office of Human Resources, in accordance with the Unit 15 MOU provisions. Unless otherwise noted, this must be used by management to fill a vacancy before other hiring options are initiated. Once an employee is placed in a bidded position, the employee's name will be removed from all Post and Bid lists for the bidding year. If a bidder declines an offer they will be removed from that local management unit Post and Bid list for the bidding year. See Special Considerations/Exclusions. Seniority lists shall be developed within 60 working days following the closing of the filing period and shall be posted in the local work locations for one month immediately following the open bidding period. Once this list is available it shall be provided annually, on a computer disk to the CSEA Headquarters, Civil Service Administrator.

SPECIAL CONSIDERATIONS/EXCLUSIONS

Promotion- Management has the option to use a civil service list in lieu of these Post and Bid provisions to promote Bargaining Unit 15 employees only after the Post and Bid process has been used.

Mandatory Placement- These Post and Bid provisions do not apply when management chooses to retain a Limited Term or TAU by a permanent appointment or, when an employee must be placed by mandatory reinstatement, promotion in place, changing a permanent intermittent employee to permanent full time, placement of an employee subject to layoff, State Restriction of Appointments/Surplus lists, proper placement (i.e. reasonable accommodation), limited light duty, or other clearly articulated operational reasons including client demands.

Requisite Skills and Abilities- Employees placed under the Post and Bid provisions must possess the requisite knowledge, skills, aptitude and abilities of the position to perform at an acceptable level. If an employee lacks the position requisites, the supervisor will notify the employee. Training may be made available if an employee requests to be trained in other work functions within their assigned facility; such requests shall not be unreasonably denied.

Discipline/Substandard Review- Management is not required to consider an employee who has a sustained formal disciplinary action or received an overall substandard performance review within the last 12 months.

Security/Safety or Other Reasons- These Post and Bid provisions do not preclude management from transferring or assigning employees for verifiable security, safety, or clearly articulated operational reasons. *Prior to initiating such actions, the Labor Relations Office should be contacted.*

Shift Changes with no vacancy- Post and Bid does not apply when there is no vacancy and internal permanent or temporary shift changes are initiated. Such placement of employees will be done based on operational needs (i.e. client demands) and in accordance with Unit 15 provisions, 16.4 Work Assignment and 20.3 Change in Shift Assignment. *Prior to initiating such actions, the Labor Relations Office should be contacted.*

Security Clearance- For those facilities that require an employee background security clearance, the most senior qualified bidder will be selected.

Post and Bid Acceptance- Employee offered a bidded position has a maximum of 3 work days in which to accept or reject a job offer unless a longer period is agreed to by the hiring supervisor. If an employee requests or is reassigned temporarily to different work, this does not negate the position they accepted through these Post and Bid procedures.

New Regional Offices- When new Regional Offices are established, DGS shall advertise and accept applications from employees statewide. In accordance with these procedures, the most senior qualified employee shall be selected. If there are no qualified bidders, DGS may fill the positions by other valid hiring means.

DGS will provide a quarterly report to the CSEA Headquarters, Civil Service Administrator indicating the number of placements by category.

EMPLOYEE PROCEDURES

Permanent full time Unit 15 employees who wish to be considered for a position or shift assignment vacancy, in their current classification, must submit a **Post and Bid Reassignment/Transfer Request** form. This form must be submitted during the annual 30 calendar day open period, October 1 through October 31 to their supervisor, or forwarded to Post and Bid, R 15, DGS-Office of Human Resources, Personnel Operations, P.O. Box 989052, West Sacramento, CA 95798-9052. Reassignment/transfer forms shall be kept on file for 12 months, or until an employee is placed under these provisions. This form is available in the Outlook, Office of Human Resources' Public Folder under Human Resources Memorandums, or from management.

Request form must include the employee's current permanent classification, work address and phone number, current work week/shift/hours, current supervisor's name and phone number. It also must clearly identify if the request is for a reassignment and/or transfer to different shift, or workweek within the local management unit, or to another local management unit. Bidders will be contacted only for the local management unit, shifts and workweeks they have requested. Employees may submit several preferences. In the event that the employee is on leave when a position becomes vacant, the request form must also designate an alternate person to contact. The contact person must have full authority on behalf of the employee to accept or decline a position. If there is no contact person or, the contact person is not available or willing to accept or decline the position it shall be considered a waiver and the next most senior person on the list shall be offered the position.

The Office of Human Resources will notify employees who do not meet the Post and Bid MOU provisions.

When a local management unit position becomes available, management will contact the most senior employee with a request form on file.

Employee selected for a bidden position has a maximum of 3 work days in which to accept or reject a job offer unless the hiring supervisor agrees to a longer period.

Employees should contact their supervisor to resolve discrepancies in seniority scores.

MANAGEMENT PROCEDURES

Annual 30 calendar day open period (October 1 through October 31) for employees to submit post and bid request form. Employees shall be informed that their requests must be submitted to Post and Bid, R 15, DGS Office of Human Resources, Personnel Operations, P.O. Box 989052, West Sacramento, CA 95798. When receiving any of these requests, please date stamp the requests and forward them to Post and Bid, R 15, DGS Office of Human Resources, Personnel Operations, P.O. Box 989052, West Sacramento, CA 95798. All requests shall be kept on file for 12 months, or until an employee is placed under these provisions. OHR will provide managers with a copy of reassignment/transfer requests within their management unit.

Office submits a Request for Personnel Action (RPA) along with the Job Opportunity Bulletin (JOB). The JOB must include the starting/ending working days of the workweek, the shift (days, evenings or nights), and starting/ending working hours. Under the "Selection Criteria" on the JOB, the following language must be included "This position is subject to the Post & Bid requirements for Bargaining Unit 15".

OHR Personnel Operations will determine seniority based on personnel records. The name of the Post & Bid candidate(s) will be provided to the hiring office once the Request for Personnel Action (RPA) has been approved.

Management has the option of contacting multiple bidders if the contact indicates the employee's seniority and, unless otherwise provided for under Special Consideration/Exclusions, must offer the position to person with the greatest amount of seniority who indicates a willingness to accept the position.

Management has the right to review the employee's official personnel file prior to offering the position to the most senior bidder in accordance with these Post and Bid procedures.

Once a position is filled management shall post, in the local management unit, the name of the individual selected.

PRIOR TO FILLING ANY UNIT 15 VACANCIES OR SHIFT ASSIGNMENTS, contact your OHR Personnel Analyst. Your OHR Personnel Analyst will assist you in filling vacancies in compliance with the Post & Bid Provisions.

The following are the steps that will be followed.

Ensure that there are no mandatory placement obligations in accordance with these provisions, IF NONE-

Fill vacancy with request of qualified employee with most seniority at local management unit, IF NONE-

Option to fill vacancy by promoting within using valid civil service employment list, IF NONE-

Management may fill vacancy using any appropriate hiring process (certification process, transfers or reinstatement, etc.).

Note: These provisions shall not contravene employee rights to mandatory reinstatement or placement subject to the layoff provisions of this contract.

Employees selected through the Post and Bid shall have a maximum of 3 work days in which to accept or reject a job offer unless the hiring supervisor agrees a longer period to. OHR Personnel Operations will coordinate/work closely with hiring supervisor.

B. Post and Bid Procedure for Vacant Positions – DDS

Implementation and Applicability

The provisions of this section will be implemented the first pay period following ratification by the Legislature and the union and shall apply to Unit 15 positions in the Department of Developmental Services. The provisions will apply to those Unit 15 classifications where there exists 10 or more Unit 15 employees in a Department of Developmental Services facility and shall be used to allow employees to change positions in the same classification, time base and tenure within that facility.

Vacant Positions

As management determines that positions in designated Unit 15 classifications become available, or vacant, they shall first be reviewed by the State to determine whether they shall be posted or filled without posting.

At least 70% of internal reassignments shall be posted.

If the State determines to fill the position without posting, the position may be filled by hire, transfer, promotion, or any other method allowed by the Civil Service System. Such positions may be advertised where appropriate, but will be filled through the sole discretion of the State.

Posted Positions

Those positions which are determined to be posted shall be posted in a prominent place where such notices are customarily posted on each unit and, in addition, may be advertised in each developmental center's publication. The posted notice shall be on a form designed for that purpose and shall include the following posting criteria:

Identification posting number

Level of position

Program and unit (or ward) or other assignment

Shift

Days off or rotation pattern and cycle

Time base

Deadline for bid submittal

Location where bid is to be submitted

Each notice shall remain posted for no less than seven (7) calendar days.

Bidding

Employees may bid on the posted position by filling out a bid form provided by the State. Bid forms shall be submitted in triplicate with the employee submitting the original to the appropriate central office, a copy to the union, and the employee retaining a copy. Bid forms shall include the identification posting number, the employee's name, classification, seniority points, current work location and business telephone number. The form must be dated and signed by the employee to indicate certification that the worksite has been visited.

Posted positions shall be available for bid only to those employees in the civil service classification, time base and tenure as specified on the posted notice.

Assignment

Within fifteen (15) calendar days after the posting of notice of vacancy, the position shall be assigned to the eligible bidding employee with the most seniority. In the case of ties in seniority, the tie shall be broken by lot. However, in emergencies or where severe staffing shortages exist in the employee's incumbent program, assignment may be delayed up to thirty (30) calendar days after the posting of notice. If no bids are received, management shall withdraw the bid notice. The withdrawn notice does not count against either party's ratios.

Deletions and Changes

If a bid position is deleted due to reduced allocations or for other reasons, then the employee in that position may bid on any vacant posted position. If, because of coverage or other legitimate operational need, it is determined that a bid position's posting criteria must be altered in any respect, the employee filling that position shall be notified of the proposed changes and the reason for such change in writing. If the employee desires to remain in the altered position, he/she shall notify management of that desire within five (5) calendar days and shall remain in the position. A position shall not be considered to be altered when training is conducted on a shift other than the employee's regularly scheduled shift and the employee is required to attend. Positions shall not be altered unless the need to alter the position is substantiated by management.

Floating

If it becomes necessary to float employees to provide coverage, each work location (unit and shift) shall establish a rotational system that distributes floating on an equitable basis.

Transfers

Employees holding bid positions shall not, except in cases of emergency, be involuntarily transferred or moved except as otherwise provided in this Section.

Denial of Bid

Employees who have formal adverse actions taken against them shall lose their right to hold a bid position and/or to bid on any positions for a period of up to six (6) months if such position or bid is meaningfully related to the cause of action. If, on appeal, the employee is exonerated, his/her right to bid and/or hold positions shall be restored.

Employees who are charged with wrongdoing which is also grounds for adverse action may lose their right to bid and/or hold a bid position for a period of up to six (6) months, if such position or bid is meaningfully related to the cause of action. A hearing before the Executive Director or designee is required prior to such denial.

Employees who receive yearly evaluations where at least 50% rating factors are rated standard or above shall retain their right to hold a bid position. If not, the employee may lose their right to hold and/or bid positions for up to six (6) months, subject to review in three (3) months. If the evaluation is overturned by a reviewing officer or as a result of a grievance decision, the employee shall have his/her right to bid and hold positions restored.

Employees losing their right to bid or hold positions as outlined above may be administratively transferred at the discretion of the State. Employees who have been absolved of wrongdoing as stated above, shall be accorded super-seniority for one (1) successful bid so long as this bid is exercised within three (3) months of the decision absolving the employee.

Limits on Bid

An employee may not make more than one successful bid each twelve (12) months except that if an employee's bid position is altered and the employee elects not to stay in the position. Exceptions to this limitation may be granted. Employees on probationary status shall not be eligible to bid on posted positions.

Management may deny a bid which is submitted by an employee who is on limited duty status if it is determined that the duties of the posted position are in conflict with the work limitation(s) described by his/her physician.

Nepotism

An employee may lose his/her right to hold and/or bid a position based on the Department's nepotism policy in accordance with the following:

If such bid or position creates a nepotistic situation, notice must be given to the Union.

Representatives of the union and the State shall meet and review the situation

Assignments not in conformance with this subsection shall be corrected by transfer or other appropriate action within ninety (90) days

Nothing in this subsection shall prohibit the employee and/or the union from filling a grievance.

Meet and Discuss

Either party may request a meet and discuss regarding any problem or concern with the Post and Bid procedure. This request will be honored by the non-requesting party in the form of a meeting within thirty (30) days of the request.

At each developmental center, management shall designate an official who shall be responsible for the administration of the Post and Bid provision. The Post and Bid Administrator shall ensure that a listing of all Unit 15 employees and his/her seniority is posted at the work site. Upon request, the Post and Bid Administrator shall forward a copy of this listing to CSEA. In addition, upon request, the Post and Bid administrator shall meet periodically with CSEA representatives for the purpose of reviewing compliance with the Post and Bid provision.

For purposes of this Agreement, "seniority" is defined as one point for each qualifying month of full-time State service. This seniority definition is the same seniority as used to determine an employee's vacation accrual.

At each developmental center, the union shall designate a Unit 15 rank and file employee to be the local contact for post and bid matters.

The Post and Bid administrator designated by management will notify the union designated local contact of which positions are being filled as management discretion positions.

C. Supervising Cook I Post Assignments by Seniority, CDC

There shall be seventy percent (70%) of the qualifying Supervising Cook I (SC I) post assignments in California Department of Corrections (CDC) allotted according to seniority at each institution having fifteen (15) or more permanent full time posted SC I positions.

PURPOSE AND OBJECTIVES

This procedure outlines CDC's purpose, goals and objectives in how post assignments shall be accomplished.

RESPONSIBILITY

The Appointing Authority shall have overall responsibility for the implementation and maintenance of this procedure.

The Appointing Authority or the Appointing Authority's designee will ensure compliance through the Correctional Food Manager and a local Joint Labor/Management Committee (JLMC). The JLMC shall consist of an equal number of management and union representatives. The union representative shall be job stewards provided that the job stewards are from the Supervising Cook I classification.

METHODS

POST and BID PROGRAM

All post bids will be processed based on the employee's established seniority and availability of assignments. There shall be seventy percent (70%) of the qualifying SC I post assignments allotted on each shift according to seniority at each institution, having fifteen (15) or more budgeted SC I positions. The specific posts that comprise the seventy-percent (70%) and the thirty percent (30%) will be established by the JMLC. Such determinations must be made not later than the first Monday in August. The preferred posts will be distributed among the watches and RDOs in the same proportion as their percentage of the total number of qualifying posts. Posts that cannot be agreed upon by the JMLC will be resolved by the Appointing Authority.

For the purpose of determining assignments on each shift, those institutions comprised of multi-facilities will be considered as one entity.

Management retains the right to determine individual duties assigned to posts.

Failure to submit a post preference bid shall also preclude the employee from participating in the Post Preferred Bidding Program during that bid cycle.

Seniority will be determined by total seniority working in the classification of Supervising Cook I. Any ties will be resolved by comparing total state service.

SECONDARY BID PROCESS. The purpose of the secondary bid process will be to fill vacancies that occur throughout the bid period. The secondary bid process is to allow those employees who participated in the initial bidding process and were not successful in their bid based upon their seniority.

ELIGIBILITY

Participation in the Post and Bid program is limited to eligible employees. An eligible employee:

Must be a permanent full-time SC I, probationary employees are excluded.

Must be permanently assigned to and working at the institution. There shall be no inter-institution bidding on post assignments.

Employees who laterally transfer on or before the second Friday in August will be permitted to participate in the bid process.

In order to participate and maintain rights and privileges in this section, the employee must maintain an overall acceptable performance rating during the entire bid period.

In order for a substandard performance evaluation to be applicable to this section, the performance evaluation must clearly substantiate the performance concerns, in writing, which support the below standard rating for the performance evaluation. Additionally, the performance concerns must have been discussed with the employee prior to issuance of the performance evaluation.

In order to participate and maintain rights, privileges and remain eligible for post and bid, the employee must be free from formal adverse personnel actions in the twelve months preceding the open bid ending on first Friday in September. The final decision to exclude an employee from bidding will be made by the Appointing Authority.

An otherwise eligible employee absent from the worksite during the bid process for such reasons as EIDL, NDI, Workers' Compensation, leave of absence, annual military leave, etc., may participate in the bid process. Employees who are successful in obtaining their bid must assume the post within sixty (60) calendar days of posting of the bid results. Until such time as the employee assumes the post, the post will temporarily revert to management.

In the event the employee is unable to assume the post within sixty (60) calendar days, upon his/her return, the employee will be placed in an assignment at management's discretion. The post will be subject to the secondary bid process.

IMPLEMENTATION

The last Monday in August, every year, is the open bid period for those employees who are eligible and wish to participate in the Post and Bid Program. The Correctional Food Manager shall post an updated SC I seniority roster no later than the third Friday in August to allow interested employees an opportunity to review their established seniority.

All approved bid request forms must be completed for post preference and submitted to the Correctional Food Manager no later than close of business by the first Friday in September. Bid request forms shall be date-stamped to verify receipt. Employees may bid for multiple posts.

Unless otherwise contested by the last Friday in August, an employee's seniority, as initially posted shall determine the employee's placement in the Post and Bid Program. The final post assignments will be posted by the Correctional Food Manager on the third Friday in September and become effective the first Monday in October.

An employee may voluntarily withdraw from participation in the Post and Bid by submitting a written request to the Food Manager. The employee who withdraws from Preferred Post Program participation will be assigned a post at management's discretion. The vacated post will be subject to the secondary bid process.

Failure on the part of an employee to submit a post preference shall result in a no-preference indicated (NPI) for the employee for that bid cycle. The employee will be assigned a post at management's discretion.

Eligible employees who are not assigned to any Post, because of insufficient seniority during the open bid period, will be placed in an assignment at management's discretion and become part of the secondary bid process.

Post(s) that do not receive a bid will become part of the secondary bid process. Only those employees who were unsuccessful in the initial bidding based on their seniority will be eligible to bid.

Employees who have been removed from a Preferred Post as a result of a correction to a seniority date or due to management error will be eligible for the secondary bid process.

Employees who laterally transfer after the second Friday in August will be precluded from the bid process until the next open bid period.

Seventy percent (70%) of all posts will be filled on a seniority basis on each watch. Management at each institution will calculate this number. For example, if there are twenty-seven (27) SCI posts then nineteen (19) posts would be eligible for bid. If there is thirty-three (33) SCI posts then twenty-three (23) posts would be eligible for bid. The break point will be .6 of the total number qualifying posts.

MAINTENANCE

The following steps will be adhered to regarding maintenance of the system after the initial or secondary Preferred Post assignments have been made.

Absences from the employee's post assignment generated by management decision, including special assignments, acting assignments, etc. will not preclude the employee's return to the assignment.

An employee may be removed from his/her post after receiving a copy of his/her final substandard performance evaluation. The decision to remove the employee from his/her post must be approved by the Appointing Authority or designee on a case-by-case basis. The employee will be permitted to bid in the subsequent bid period. The vacated post will be subject to the secondary bid process.

An employee may be temporarily removed from his/her post pending a personnel investigation/EEO investigation, but will be assigned to a shift with substantially similar start/stop times. Once the investigation has been concluded and the charges have not been substantiated, the employee will be returned to his/her post.

An employee may be removed from his/her post upon the effective date of an adverse action related to job performance (upon the conclusion of the Skelley hearing process and/or time frames associated with that process). The employee shall be excluded from participating in the subsequent bid period.

Posts that become vacant to transfers, promotions, etc. will be subject to the Secondary Bid process. Posts that are not filled through the secondary process will revert to management control.

Once an employee has held the same post for one consecutive bid, the employee shall be entitled to rebid to that same post for only one subsequent bid period. The employee cannot bid to that same post until after one subsequent bid period has elapsed.

SECONDARY PROCESS

Statement of Purpose

The secondary process is to allow those employees who participated in the initial bidding process and were not successful in their bid(s) based on their seniority and who had been placed in a post at management discretion.

Implementation

Bid forms of employees who were not successful in obtaining any preferred post will be retained by management in seniority order. When a post becomes vacant, management will offer the post to the most senior employee. This process will continue until the vacant post is filled or the bids for the vacant post are exhausted.

Vacant posts not filled after completion of the secondary process will revert to management. Management reserves the right to fill vacant posts by hire, transfer, promotion or any other method allowed by the State Civil Service System.

Maintenance

The maintenance of the secondary process will adhere to Maintenance Section as specified previously.

CONTESTED SENIORITY DATES:

An employee alleging seniority scores computed in error shall submit his/her complaint to the JLMC within five (5) days of seniority scores being published. The JLMC third level shall be the final level of review.

Errors in favor of the employee will result in the adjustment of the employee's seniority date. The replaced employee will be eligible for the secondary bid process.

Placement of an employee in a Preferred Post assignment due to the discovery and correction of a seniority date computed in error shall not be grievable by the employee being replaced.

DISPUTES

All disputes concerning the post and bid system that are not resolved at the local level shall be directed to the Joint Labor/Management Committee for final resolution. The Committee shall be the final level of review. The Committee shall be comprised of an equal number of representatives of three persons appointed by CSEA and CDC respectively. Disputes will be resolved by majority vote.

D. Post and Bid Procedure for Vacant Positions – DMH

Post and Bid shall apply to classification with 10 or more positions at a given DMH facility.

Positions filled by hire, transfer, promotion or other methods allowed by the State Civil Service System are not subject to the Post & Bid process described below.

Eligible Positions: Positions (as defined in 20.11) filled through internal reassignments shall be filled pursuant to the following Post and Bid process;

As positions become available or vacant they shall be reviewed by the State to determine whether the position will be posted or filled without posting.

At least 80% of internal reassignments shall be posted.

Posted Positions- Positions shall be posted in a prominent location designated by each facility. In addition, these positions may be advertised in each hospital's publication. The posted notice shall be on a form designed for that purpose and shall include the following posting criteria:

Identification posting number

Level of position

Work location (as defined by each facility)

Shift

Deadline for bid submittal

Location where bid is to be submitted

Each notice shall remain posted for no less than seven (7) calendar days, excluding week-ends and holiday.

Bidding – employees who bid on multiple positions at any one time shall list them in priority order. Employees may bid on the posted position by filling out a bid form provide by the State. Bid forms shall be submitted in triplicate with the employee submitting the original to the location designated on the bid form, a copy to the union and the employee retaining a copy. Bid forms shall include the identification posting number, the employee's name, classification, current work location and business telephone number. The form must be dated and signed by the employee.

Posted positions shall be available for bid only to those employees at the facility in the civil service classification and the time base specified on the posted notice.

DMH shall provide a seniority list of employees in BU 15 classifications on the second Monday of January and July each year. These lists shall be posted in each work location at the facility and a copy provided to CSEA. The seniority system used shall be the same as that used to determine vacation accrual.

Limits on Bid - An employee may not make more than one successful bid each twelve (12) months. The exceptions are: 1) if an employee's bid position is altered and the employee elects not to stay in the position, or 2) if an employee is granted a bid under the provisions below. Exceptions to this limitation may be granted, but shall not be subject to the grievance procedure. Employees on probationary status shall not be eligible to bid on posted positions.

Assignments – Within fifteen (15) calendar days after the posting of notice of vacancy, the position shall be assigned to the eligible bidding employee with the most seniority. For the purposes of this section, seniority shall be the same as that used to determine vacation accrual (i.e., as used for vacation scheduling). If two employees with the same amount of seniority bid on the same position, ties shall be broken as follows: 1) seniority in class; (2) departmental seniority; (3) by lot. The eligible bidding employee will be transferred to the assigned bid position. However, in emergencies or where severe staffing shortages exist in the employee's incumbent program, assignment may be delayed up to thirty (30) calendar days after the closing of posting.

Neutral Positions – If no bids are received, management shall withdraw the bid notice. The withdrawn notice does not count against either party's posting ratios or the 80/20 position count (A.,2.). These positions may be filled through any appropriate means available. If the position is filled or committed within ninety (90) days of withdrawal of posting, it shall not count in either party's posting ratios or the 80/20 position count and shall be designated as a "neutral" position.

Deletions and Changes – If a bid position is deleted or altered because of coverage or other legitimate operational needs, the employee in that position shall be notified in writing. If an employee desires to remain in an altered position, s/he shall notify management of that desire within five (5) calendar days and shall remain in that altered position. If the employee does not desire to remain in the altered position, s/he may bid on any vacant posted positions. The employee shall remain in the altered position until such time as s/he successfully bids or applies for a new position.

A position shall not be considered to be altered when training is conducted on a shift other than the employee's regularly scheduled shift and the employee is required to attend.

Temporary Assignments – If an employee in a post and bid position must be reassigned to meet a temporary operational need, the post and bid criteria will not be considered as altered

Denial of Bid

Employees who have a sustained, formal adverse action taken against them shall lose their right to hold a bid position and/or to bid on any positions for a period of up to six (6) months from the date of the action or a period consistent with the terms of a Stipulated Agreement resulting from the adverse action if such position or bid is meaningfully related to the cause of action.

Employees who are charged with wrongdoing, which may also be grounds for adverse action, may lose their right to bid and/or hold a bid position for a period of up to six (6) months if such position or bid is meaningfully related to the cause of action.

If the employee is exonerated from the adverse action or the wrongdoing, his/her right to bid and/or hold positions shall be restored.

Employees who receive yearly evaluations which have two (2) or more categories marked below standard may lose their right to hold and/or bid positions for up to six (6) months from the date of the evaluation. If an evaluation is overturned by a reviewing officer or as a result of a grievance decision, the employee shall have his/her right to bid and hold positions restored. The denial of the right to hold and/or bid for a position shall be subject for review in three (3) months.

Employees losing their right to bid or hold positions as outlined above may be administratively transferred at the discretion of the State.

Management may deny a bid that is submitted by an employee who is not ready, willing and able to report to duty on the date the position is to be assigned.

Vacation Schedules – Pre-approved vacations are subject to approval by the supervisor of the bidded position. Approval shall not be unreasonably denied.

Nepotism – No bid shall be denied based solely on personal relationships. An employee may lose his/her right to hold and/or bid a position based on the department's nepotism policy. If awarding of the bid, or the position creates a nepotistic situation and is in violation of the DMH Policy the bid will be denied. The Union and the employee will be notified within five (5) business days of the denial.

Meet and Discuss – Either party may request a meet and discuss regarding any problem or concern with the Post and Bid procedure. This request will be honored by the non-requesting party in the form of a meeting within thirty (30) days of the request.

Administration – At each facility the Department shall designate an official who shall be responsible for the administration of the Post and Bid provision.

Accounting – Each facility shall provide to CSEA a report describing the post and bid activity during each quarter of the fiscal year.

E. Post & Bid Procedure for Vacant Positions Department of Veterans Affairs (DVA)

KEY DEFINITIONS

Vacancy: A permanent full-time position unoccupied as a result of retirement, transfer, termination, reassignment, or new funding. Post and Bid shall be implemented in DVA Veterans Homes, where a variety of work schedules (days off, shifts, etc.) exist.

Permanent full-time status employee: A full time employee who has successfully passed probation in his current classification in the Department of Veterans Affairs.

Post and Bid Request form: The written request form provided by the Department of Veterans Affairs and completed by the permanent full time status employee requesting to be reassigned within the Veterans Home in his/her current classification. Positions will be posted for 7 calendar days. Request must be submitted during the 7 calendar day posting period. Requests shall be kept on file until an employee is placed under these provisions and for 90 days after the position is filled.

Seniority: Seniority is determined by permanent full time employees with the greatest amount of seniority in the class of the vacancy. In case of a tie the following criteria based on seniority order shall be used in sequence until the tie is broken:

1. At the facility
2. In CDVA
3. State Service
4. Draw of Lots

Seniority Post and Bid Lists: The Veterans Home Personnel Office compiles a list of employees who have submitted a Post and Bid Request form, in seniority order. Unless otherwise noted, this must be used by management to fill a vacancy before other hiring options are initiated. Once an employee is placed in a bidded position, the successful employee will not be eligible to bid on another position for one year. See special Considerations/Exclusions. DVA shall provide a seniority list of employees in Unit 15 classifications on July 3 and January 3 each year. These shall be posted in the local work locations. This information will be provided on a computer disk to CSEA upon request.

SPECIAL CONSIDERATIONS/EXCLUSIONS

Promotion- Management has the option to use a civil service list in lieu of these Post and Bid provisions to promote Bargaining Unit 15 employees only after the Post and Bid process has been used.

Mandatory Placement- These Post and Bid provisions do not apply when an employee must be placed after a TAU or Limited Term appointment in lieu of permanent appointment, by mandatory reinstatement, promotion in place, changing a permanent intermittent employee to permanent full time, placement of an employee subject to layoff, State Restriction of Appointment/Surplus lists, proper placement (i.e. reasonable accommodation), limited light duty, or other operational reasons.

Requisite Skills and Abilities- Employees placed under the Post and Bid provisions must possess the requisite knowledge, skills, aptitude and abilities of the position to perform at an acceptable level. If an employee lacks the position requisites, the supervisor will notify the employee. Training may be made available if an employee requests to be trained in other work functions within their assigned facility.

Discipline/Substandard Review- Management is not required to consider an employee who has a sustained formal disciplinary action or received an overall substandard performance review within the last 12 months.

Security/Safety or Other Reasons- These Post and Bid provisions do not preclude management from transferring or assigning employees for verifiable security, safety, or other reasons. Prior to initiating such actions, the local Personnel Office should be contacted.

Shift Changes with no Vacancy- Post and Bid does not apply when there is no vacancy and internal permanent or temporary shift changes are initiated. Such placement of employees will be done based on operational needs (i.e. client demands) and in accordance with Unit 15 provisions, 16.4 Work Assignment and 20.3 Change in Shift Assignment. Prior to initiating such actions, the Personnel Officer at the Veterans Home shall be contacted.

Post and Bid Acceptance- Employee offered a bidded position has a maximum of 3 days in which to accept or reject a job offer unless a longer period is agreed to by the hiring supervisor. If an employee requests or is reassigned temporarily to different work, this does not negate the position they accepted through these Post and Bid procedures.

Nepotism- The existing Department's policy on Nepotism shall be in effect for Post and Bid.

EMPLOYEE PROCEDURES

Permanent full time employees who wish to be considered for a position or shift assignment vacancy, in their current classification, must submit a **Post and Bid Reassignment/Transfer Request form**. This form must be submitted during the 7 calendar day open period to the hiring Supervisor. Reassignment/transfer forms shall be kept on file for 90 days, or until the employee is placed under these provisions. This form is available from the hiring supervisor or in the Personnel Office.

Request form must include the employee's current permanent classification, work address and phone number, current work week/shift/hours, and current supervisor's name and phone number. It also must clearly identify if the request is for a reassignment/transfer to different shift, or work week. Bidders will be contacted only for the assignments, shifts and workweeks they have requested. The Personnel Office will notify employees who do not meet the Post and Bid MOU provisions.

When a position becomes available, the hiring supervisor will contact the most senior employee with a request form on file.

Employee selected for a bidded position has a maximum of 3 days in which to accept or reject a job offer unless the hiring supervisor agrees to a longer period.

Employees should contact their supervisor to resolve discrepancies in seniority scores.

VETERAN'S HOME PROCEDURES

A 7 calendar day open period for employees to submit Post and Bid request form. Employees shall be informed that their requests must be submitted to the hiring supervisor. All requests shall be date stamped and kept on file for 90 days, or until an employee is placed under these provisions. Personnel Services will provide managers with a copy of reassignments/transfer requests to their management unit.

Office submits a Request for Personnel Action (RPA) along with the Job Opportunity Bulletin (JOB). The JOB must include the starting/ending working days of the workweek, the shift (days, evenings or nights), and starting/ending working hours. Under the "Selection Criteria" on the JOB, the following language should be included "This position is subject to the Post and Bid requirements for Bargaining Unit 15".

Personnel Services will determine seniority based on personnel records. The name of the Post and Bid candidate(s) will be provided to the hiring office once the Request for Personnel Action (RPA) has been approved.

Management has the right to review the employee's official personnel file prior to offering the position to the most senior bidder in accordance with these Post and Bid procedures.

Once a position is filled management shall post, at the Home, the name of the individual selected.

PRIOR TO FILLING ANY UNIT 15 VACANCIES OR SHIFT ASSIGNMENTS, contact your Personnel Analyst. Your Personnel Analyst will assist you in filling vacancies in compliance with the Post and Bid Provisions.

Steps to follow when Filling Vacancies:

Ensure that there are no mandatory placement obligations in accordance with these provisions, IF NONE-

Fill vacancy with request of qualified employee with most seniority, IF NONE-

Option to fill vacancy by promoting within using valid civil service employment list, IF NONE-

Management may fill vacancy using any appropriate hiring process (certification process, transfers or reinstatement, etc.).

Note: These provisions shall not contravene employee rights to mandatory reinstatement or placement subject to the layoff provisions of this contract.

Employees selected through the Post and Bid shall have a maximum of 3 days in which to accept or reject a job offer unless the hiring supervisor agrees to a longer period. Personnel Services will coordinate/work closely with hiring supervisor.

F. POST AND BID – DEPARTMENT OF CALIFORNIA YOUTH AUTHORITY (CYA)

(Personnel Preferred Post Assignment (PPPA)/Rotational Work Schedule)

PPPA for Unit 15 employees shall be implemented only when an institution has 10 or more full-time and half-time budgeted positions in the same job classification and

where a variety of work schedules (days off, shifts, etc.) exist. Post and Bid shall apply only for employees in each institution to change positions in the same class, tenure and time base.

PPPA shall apply to qualifying Cook Specialist Is, Cook Specialist IIs and Supervising Cook Is who are employed on a full time basis and where there are 10 or more full-time employees in the same classification. A separate PPPA shall apply to Cook Specialist Is when an institution has 10 or more half time employees.

There shall be seventy percent (70%) of the qualifying Cook Specialist I or Cook Specialist II or Supervising Cook I post assignments at each institution assigned by seniority. The break point will be .6 of the total number of qualifying posts. For example: 11 jobs (70% = 7.7; 30% = 3.3). Therefore, three (3) jobs will be management positions, eight (8) jobs will be PPPA.

Upon request of the Union, institutions that have 6 or more Cook Specialist Is, Cook Specialist IIs or Supervising Cook Is who are employed on a full time or half time basis, may meet and by majority vote of the affected employees decide if they are to continue use of the Sliding 6 or 6/2 Schedule. The Food Manager shall be responsible for maintaining an accurate count of the majority of the employees in the affected job classification.

A local Joint Labor Management Committee (JLMC) at each facility consisting of six members, three (3) of whom shall be selected by and represent management, and three (3) of whom shall be Unit 15 members, selected by and representing CSEA shall have overall responsibility for the implementation and maintenance of this procedure.

If an institution job classification qualifies for the PPPA, the employees in the same job classification and time base may determine by majority vote to not participate in the PPPA. The Food Manager shall be responsible for maintaining an accurate count of the majority of the employees in the affected job classification to not participate in the PPPA.

ELIGIBILITY

Participation in the PPPA system is limited to eligible employees. An eligible employee:

- Must be a full-time Cook Specialist I or Cook Specialist II or half time Cook Specialist I or Supervising Cook I.

- Seniority scores are determined based upon State service. Seniority ties are broken by Department service.

- Must be permanently assigned to the institution. Eligible employees may participate only in their institution's PPPAs. There shall be no inter-institution bidding assignments.

- In order to participate and maintain the rights and privileges defined throughout this procedure, the employee must maintain a satisfactory level of performance during the entire bid period.

In order for a substandard performance evaluation to be applicable under this procedure it must clearly substantiate the performance concerns, in writing, which support the below standard rating in the performance category. Additionally, the performance concerns must have been discussed with the employee prior to issuance of the performance evaluation.

An otherwise eligible employee absent from the worksite during the bid process for such reasons as NDI, Workers' Compensation, leave of absence, annual military leave, etc., may participate in the PPPA bid process. Employees who are successful in obtaining a bid post must assume duties of such post within one hundred twenty (120) calendar days of posting of the bid results. Until such time as the employee occupies the post, it temporarily reverts to management.

In the event the employee is unable to assume the duties within the one hundred twenty (120) calendar days, the employee will be placed in a post at management's discretion. After the one hundred twenty (120) days, the PPPA will be posted.

Failure of the employee to complete a PPPA bid will result in placing the employee in a post, at management's discretion.

IMPLEMENTATION

The effective date for implementation for new post assignments based on the bid results will be completed within 90 days after ratification of the Unit 15 Contract.

The initial bid process and any annual bid process will be as follows:

The seniority bid process will begin at 0800 hours and end at 1900 hours on a date mutually agreed to by the local union representative and the local management.

On the bidding day, an employee may place a bid or waive the bid, in seniority order, by one of the following process:

Meet with the Management Representative and CSEA Representative at the bidding time in the Food Services Department.

The employee may place a bid or waive in person and sign the appropriate form, which will also be signed by the CSEA Representative and the Management Representative.

Or

The employee may call a designated telephone number in the Food Services Department during his/her assigned bidding time and place the bid through the CSEA Representative.

Should the bid or waiver be done by telephone, the employee must state the choice and post, to the CSEA Representative and the Management Representative. When they confirm that they heard the same message, they will both sign the appropriate form. The employee will sign the form the next time he/she is in the institution.

Place the bid by proxy, through the CSEA Representative, by filling out the proxy form and submitting it to a CSEA Representative, prior to his/her bid time. Should the bid or waiver be done by proxy, the CSEA Representative will place the bid or waiver. The interpretation of the employee's proxy is the sole responsibility of the CSEA Representative.

The CSEA Representative and the Management Representative will both sign the appropriate form. The employee will sign the form at his/her next time in the institution.

Should the employee not place his/her bid during the assigned time, by any of the procedures detailed above, the employee will be considered to have waived his/her bid.

Each time a seniority bid is exercised, the listing of Posts designated for seniority bid posted outside of the Food Services Department bidding room will be changed to indicate shifts that are no longer available.

The following rules apply to the exercise of the right to bid:

By successfully bidding for a Post, an employee will not be eligible to bid again for a twelve (12) month period.

If an employee waives his/her bid, he/she will be placed in a position at the discretion of management.

By waiving the bid, the employee is eligible to bid as seniority bid Post vacancies are announced.

Management may fill it's 30% prior to the first bid.

Or

At the conclusion of the bid process, management will fill any vacant or bid management assignments. This will be done in one of two ways as follows:

Management may offer a management assignment to any individual who has successfully bid a Post. The individual may choose to accept or decline the Management offer. Should an offer be accepted, and a seniority bid Post is vacated, the Post will be available for bid, in seniority order, by any individual who has not exercised his/her bid previously in the process.

Management will fill any remaining management assignment Post, and any seniority bid Posts that were not bid on, with individuals who waived their bids.

Any seniority bid Posts that were not bid on, and filled by management, will be re-posted for bid every 90 days (e.g. April, July, October, and January).

A listing of all Cook Specialist Is full time positions indicating the final result of the bid process will be published and distributed to all full time Cook Specialist Is within two work days of the bidding day.

A listing of all Cook Specialist II full time positions indicating the final result of the bid process will be published and distributed to all full time Cook Specialist IIs within two work days of the bidding day.

A listing of all Cook Specialist I half time positions indicating the final result of the bid process will be published and distributed to all full time Cook Specialist Is within two work days of the bidding day.

Management shall have the discretion to review and redesignate the selected Post assignments. Management retains the right to determine individual duties assigned to positions. Nothing in this agreement shall diminish management's right to carry out departmental goals and objectives or interfere with management's right to meet operational need in making Post assignments. The aforesaid will not be done in an arbitrary or capricious manner.

After the initial bid process is completed, vacant positions will revert to management positions.

The local JLMC shall meet to mutually select the 70/30 post assignments and to resolve any disputes concerning the post and bid system within 15 workdays.

TEN PERCENT RULE

This section does NOT apply to those employees subject to adverse action or substandard performance appraisals.

In those instances when it becomes apparent an employee does not possess the knowledge, skills, aptitude, or ability to perform at an acceptable standard in the PPPA to which the employee has bid, a job change memorandum documenting the reasons for reassignment will be prepared by the immediate supervisor and attached to a job change request.

This document must be approved by the employee's second line supervisor and section manager prior to being forwarded to the Food Manager. The approved job change memorandum shall be maintained by the Food Manager and filed in accordance with existing procedures regarding the archiving of all other job change requests and the employee shall be provided a copy of the job change memorandum. Management may then reassign the employee as follows:

The reassignment must be completed within sixty (60) days of the date the employee assumed assignment to the post. The time an employee is absent from the post is not counted toward the sixty (60) days.

The number of these reassignments may not exceed ten percent (10%) of the total PPPA count based on seniority. The Food Manager shall be responsible for maintaining an accurate count of reassignments made under the Ten Percent Rule.

In the event assignment changes are necessary (within the ten percent [10%] factor allowed), the person being moved from that assignment shall be given a job change into an assignment with the same RDOs and substantially similar start and stop times for the remainder of the bid period.

If the employee disagrees with the reasons for the removal from the PPPA, the employee can grieve the change, within twenty-one (21) calendar days of notification, directly to the JLMC. This grievance must be heard, and a written response provided, by the JLMC within fourteen (14) calendar days. The grievance may not be appealed beyond the JLMC. The filing of a grievance shall not postpone any such removal.

MAINTENANCE

After the initial PPPAs have been made, the following steps will be adhered to regarding maintenance of the process:

Short-term absences of not more than one hundred twenty (120) calendar days from the employee's PPPA, including special assignments, and acting assignments, will not preclude the employee's return to the PPPA.

If the absence was more than one hundred twenty (120) calendar days, the Appointing Authority may authorize an employee's return to the PPPA if the absence was due to management.

An employee exceeding the one hundred twenty (120) calendar day limit for any other reason will be assigned at management's discretion.

After one hundred twenty (120) days, all vacated PPPAs, under this section, will be posted.

When an employee will exceed the one hundred twenty (120) day period to assume their selected PPPA, the employee will be allowed to appeal directly to the Appointing Authority for an extension of the one hundred twenty (120) day period. If the employee can demonstrate that the absence is based upon extenuating circumstances, such as a serious medical condition, the appointing authority may extend the one hundred twenty (120) day period up to one (1) year. Should the Appointing Authority grant the employee's appeal, the PPPA will revert to management until the employee assumes the post. If the employee fails to assume the post prior to the end of the extension, the position will be posted.

If a PPPA becomes vacant, the position will be posted.

An employee may not be removed from a PPPA based upon the issuance of a WID.

An employee may be temporarily removed from a PPPA pending a personnel investigation/EEO investigation, but will attempt to assign to substantially similar start/stop times and RDOs. Once the investigation has been concluded and if the charges have not been substantiated, the employees may be returned to their PPPA.

Any PPPA not bid during the bid day by an eligible employee shall be rebid every 90 days.

Excepting subsections, once an employee has successfully been assigned to a PPPA, the employee may only be moved involuntary for cause. As used in this context, cause is restraining orders, workplace violence situations, etc. NOT interpreted as adverse in nature or substandard for purposes of a performance appraisal. The supervisor must document the specific reasons for removing the employee from the PPPA and provide a copy to the employee. The employee must then be placed in a management post with the same RDOs and substantially similar start/stop times. The vacated PPPA will revert to management for assignment purposes until the next bid period. The displaced employee will remain in the management post until the next bid period. If the employee disagrees with the reasons for the removal from the PPPA, the employee can grieve the change, within twenty-one (21) calendar days of notification, directly to the Appointing Authority. This grievance must be heard, and a written response provided, by the Appointing Authority within fourteen (14) calendar days. The grievance may not be appealed beyond the Appointing Authority. The grievance shall not postpone any such removal for cause.

If an employee is to be removed from a PPPA, as a result of an adverse action, the removal will be upon the effective date of the adverse action related to job performance (upon the conclusion of the Skelly hearing process and/or time frames associated with that process). Such movement will be to the same shift without regard to RDOs or start/stop times. The vacated PPPA will be posted. The Appointing Authority may exclude the employee from bidding to a specific assignment area in the next bid period.

An employee may be removed from the PPPA upon receipt of the final copy of a substandard performance evaluation. Such movement will be to a post with substantially similar start/stop times. The vacated PPPA will revert to management until the next open bid period. Removal of the employee must be approved by the Appointing Authority on a case-by-case basis. The employee will be permitted to bid in the subsequent bid period.

All disputes concerning PPPA issues can be grieved within twenty-one (21) calendar days of notification, directly to the local JLMC. The grievance must be heard, and a written response provided by the local JLMC within fourteen (14) calendar days. The grievance may not be appealed beyond the local JLMC. Disputes will be resolved by majority vote.

15.4.15 Work Assignment Changes

- A. Unit 15 employees who are not covered by a Post and Bid Agreement and who request a work assignment change not involving a geographic relocation shall submit a written request to the facility/program management or designee. When the employer determines that a vacancy in the requested work assignment is available, employees with requests shall be considered and the decision to grant or deny the request shall only be based on the following factors:
- Permanent status;
 - The needs of the students, clients, patients, wards, inmates, etc;
 - Skills and abilities;

- Needs of the facility, including security and safety;
- Staffing requirements;
- Satisfactory performance and attendance;
- Seniority.

Such requests shall not be unreasonably denied.

15.5.15 Employee Opportunity Transfers for Bargaining Unit 15

- A. The parties recognize that when the State deems it necessary to fill a vacant position, the needs of the State must be given first priority. The needs of the State include the right to fill vacant positions using existing eligible or promotional lists, involuntary transfers, reassignments, or other selection methods for reasons such as affirmative action, special skills, abilities or aptitudes.
- B. The parties also recognize the desirability of permitting a permanent employee to transfer within his/her department and classification to another location which the employee deems to be more desirable. To this end, permanent full-time employees may apply for an Employee Opportunity Transfer to a position at another location within his/her department in accordance with the following procedure:
 1. Employees desiring an Employee Opportunity Transfer shall apply in writing to his/her department head or designee in a manner prescribed by the department. Such transfer requests shall be to permanent positions in the same department within his/her current classification.
- C. Whenever a department head or designee elects to fill a vacancy through an Employee Opportunity Transfer, a permanent employee who already has an Employee Opportunity Transfer application to that location on file with the department shall be selected. If there is more than one employee with an Employee Opportunity Transfer application to the same location on file, one of the top three (3) employees with the greatest amount of department service by class shall be selected. When an employee is formally interviewed, the department head or designee will notify the employee of the non-selection.
- D. Permanent employees who wish to submit Employee Opportunity Transfer applications may do so during a thirty (30) calendar day open period, to be scheduled once every six (6) months by each department. No employee shall submit more than four (4) Employee Opportunity Transfer applications during an open period.

15.6.15 Light/Limited Duty Assignments

- A. As part of a Return-To-Work Program for employees who are incapacitated due to illness or injury, an employee may request and/or the State may initiate a limited duty assignment. If an employee makes a request, the State shall endeavor to initiate a light/limited duty assignment.

- B. Limited duty assignments will be administered in accordance with all the following criteria:
 - 1. When the assignment is in accordance with a physician's substantiation and recommended instruction;
 - 2. When and where the State determines that the assignment provides needed services;
 - 3. When the employee can satisfactorily perform the work;
 - 4. When there is a prognosis for improvement of the illness or injury;
 - 5. Maintaining safety shall be prime consideration prior to assigning a light limited duty.
- C. The duration of a limited duty assignment shall be up to forty-five (45) calendar days. At the State's discretion, a limited duty assignment may be extended up to sixty (60) days when warranted under B. (1) through (5) above.
- D. The State may make alternative assignments, retrain employees, or may, follow the requirements of the Government Code.
- E. The State reserves the right to have the employee examined by a physician of its choosing prior to granting, continuing, or extending a light/limited duty assignment.
- F. When an employee's injury or illness is medically determined to be permanent, the employee or the State may initiate action under the provisions of Reasonable Accommodation as prescribed by the State Personnel Board. Nothing in this Section shall be construed to contravene the State Personnel Board's constitutional and/or statutory authority to determine the appropriate classification of assigned duties; to require reasonable accommodation of an employee or applicant with disability; or to determine the ability of an applicant or employee to perform the essential functions of a classification or job. Complaints under this Section alleging out-of-class work, denial of reasonable accommodations, discrimination based on disability, or inappropriate medical demotion, transfer or termination shall not be grievable under the grievance procedure contained in Article 6 of this Contract, but may be appealed to the State Personnel Board, the Department of Fair Employment and Housing and/or the Equal Employment Opportunity Commission.

ARTICLE 16 – LAYOFF

16.1 Layoff and Reemployment

(Excluding Unit 3 Employees in the Special Schools of Department of Education)

- A. Application. Whenever it is necessary because of a lack of work or funds, or whenever it is advisable in the interest of economy to reduce the number of permanent and/or probationary employees (hereinafter known as "Employees") in any State agency, the State may layoff employees pursuant to this section.

- B. Order of Layoff. Employees shall be laid off in order of seniority pursuant to Government Code Sections 19997.2 through 19997.7 and applicable State Personnel Board and Department of Personnel Administration rules.
- C. Notice. Employees compensated on a monthly basis shall be notified thirty (30) calendar days in advance of the effective date of layoff. Where notices are mailed, the thirty (30) calendar day time period will begin to run on the date of the mailing of the notice. The State agrees to notify the Union no later than sixty (60) calendar days prior to the actual date of layoff. The notice to the Union shall also include the reason for the layoff, the area of the layoff, the anticipated classifications affected, the total number of employees in each affected classification, the estimated number of surplus employees in each classification and the proposed effective date of the layoff.
- D. Grievance and Arbitration. Any dispute regarding the interpretation or application of any portion of this layoff provision shall be resolved solely through the grievance and arbitration procedure.
- E. Transfer or Demotion in Lieu of Layoff. The State may offer affected employees a transfer or a demotion in lieu of layoff pursuant to Government Code Sections 19997.8 through 19997.10 and applicable Department of Personnel Administration rules. If an employee refuses a transfer or demotion, the employee shall be laid off.
- F. Reemployment. In accordance with Government Code Sections 19997.11 and 19997.12, the State shall establish a reemployment list by class for all employees who are laid off. Such lists shall take precedence over all other types of employment lists for the classes in which employees were laid off. Employees shall be certified from department or sub-divisional reemployment lists in accordance with Section 19056 of the Government Code.
- G. State Service Credit for Layoff Purposes. In determining seniority scores, one point shall be allowed for each qualifying monthly pay period of full-time State service regardless of when such service occurred. A pay period in which a full time employee works eleven (11) or more days will be considered a qualifying pay period except that when an absence from State service resulting from a temporary or permanent separation for more than eleven (11) consecutive working days falls into two (2) consecutive qualifying pay periods, the second pay period shall be disqualified. Veterans will receive additional credits in accordance with Government Code Section 19997.6.
- H. Departmental Vacancies. Departments filling vacancies shall offer positions to employees facing layoff, demotion in lieu of layoff or geographic transfer in accordance with current State Restriction of Appointment procedures.
- I. Employees who are affected by layoff, reduction in time-base or other similar circumstances under this Article will be entitled to continuation of health, dental, and vision benefits pursuant to Public Law 99-272, Title X, Consolidation Omnibus Reconciliation Act (COBRA).

16.2 Reducing the Adverse Effects of Layoff

Whenever the State determines it necessary to layoff employees, the State and the Union shall meet in good faith to explore alternatives to laying off employees such as, but not limited to, voluntary reduced work time, retraining, early retirement, and unpaid leaves of absence.

16.3 Alternative to Layoff

The State may propose to reduce the number of hours an employee works as an alternative to layoff. Prior to the implementation of this alternative to a layoff, the State will notify and meet and confer with the Union to seek concurrence of the usage of this alternative.

16.4 Military Installations

The State agrees to notify the Union at such time as the State becomes aware of federal government plans to regain jurisdiction of military installations currently loaned (or leased) to the State Department of the Military.

16.5 Layoff Employee Assistance Program

Employees laid off shall be provided services in accordance with the Employee Assistance Program. Such services are term limited for six (6) months from the actual date of layoff.

ARTICLE 17 – RETIREMENT

17.1 First Tier Retirement Formula (2% @ 55)

- A. The Union and the State (parties) agree that the legislation implementing this agreement shall contain language to enhance the current age benefit factors on which service retirement benefits are based for Miscellaneous and Industrial members of the First Tier plan under the Public Employees' Retirement System (CalPERS). The parties further agree that the provisions of this Article will be effective only upon the CalPERS board adopting a resolution that will employ, for the June 30, 1998 valuation and thereafter, 95 percent (95%) of the market value of CalPERS' assets as the actuarial value of the assets, and to amortize the June 30, 1998 excess assets over a twenty (20) year period, beginning July 1, 1999. The parties agree to jointly request the CalPERS board to extend the twenty (20) year amortization period in the event the cost of these benefits or unfavorable returns on investments results in an increased employer contribution by the State.
- B. The legislative language would provide the enhanced benefit factors to State employees who retire directly from State employment on and after January 1, 2000.

C. The table below lists the current First Tier age/benefit factors.

AGE AT RETIREMENT	CURRENT FACTORS
50	1.100
51	1.280
52	1.460
53	1.640
54	1.820
55	2.000
56	2.063
57	2.125
58	2.188
59	2.250
60	2.313
61	2.375
62	2.438
63 and over	2.500

- D. There are factors for attained quarter ages, such as 52 $\frac{3}{4}$. These improved age/benefit factors apply for service rendered on and after the effective date of the 1999-2001 Memorandum of Understanding between the State and the Union. The improved factors also apply to past service that is credited under the First Tier and the Modified First Tier.
- E. The amount of member contributions required of employees covered under these factors continue to be five percent (5%) of monthly compensation in excess of \$513.

17.2 Second-Tier Retirement Plan

The Union and the State agree to participate in the Second-Tier retirement plan as prescribed by law.

17.3 Employee Retirement Contribution Reduction for Miscellaneous Members

Effective January 1, 2002, the State agrees to the following:

- Employees who are miscellaneous and/or industrial members of the first tier plan who are subject to Social Security under the Public Employees' Retirement System (CalPERS) shall have their employee retirement contribution rate reduced from 5% of compensation in excess of five hundred thirteen (\$513) dollars each month to 2.5% of compensation in excess of five hundred thirteen (\$513) dollars each month.

- Employees who are miscellaneous and/or industrial members of the first tier plan who are not subject to Social Security under the Public Employees' Retirement System (CalPERS) shall have their employee retirement contribution rate reduced from 6% of compensation in excess of three hundred seventeen (\$317) dollars each month to 3.5% of compensation in excess of three hundred seventeen (\$317) dollars each month.

Effective July 1, 2002, the State agrees to the following:

- Employees who are miscellaneous and/or industrial members of the first tier plan who are subject to Social Security under the Public Employees' Retirement System (CalPERS) shall have their employee retirement contribution rate reduced to zero.
- Employees who are miscellaneous and/or industrial members of the first tier plan who are not subject to Social Security under the Public Employees' Retirement System (CalPERS) shall have their employee retirement contribution rate reduced from 3.5% of compensation in excess of three hundred seventeen (\$317) dollars each month to 1.0% of compensation in excess of three hundred seventeen (\$317) dollars each month.

Effective July 1, 2003, the employee's retirement contribution rate shall be restored to levels in effect on August 30, 2001.

The State employer will continue to ensure that pension benefits are properly funded in accordance with generally accepted actuarial practices. In accordance with the provisions of the June 20, 2001 communication to DPA from CalPERS' Actuarial & Employer Services Division, effective July 1, 2003, the State Employer's CalPERS retirement contribution rate shall incorporate the impact resulting from the temporary reduction in the employee retirement contribution rate. As indicated in the above referenced letter, "10% of the net unamortized actuarial loss shall be amortized each year". However, if the CalPERS Board of Administration alters the amortization schedule referenced above in a manner that accelerates the employer payment obligation, either party to this agreement may declare this section of the Contract, and all obligations set forth herein, to be null and void. In the event this Contract becomes null and void, the employee retirement contribution rate shall be restored to levels in effect on August 30, 2001 and the parties shall be obligated to immediately meet and confer in good faith to discuss alternative provisions.

17.4 Employee Retirement Contribution Reduction for Safety Members

Effective January 1, 2002, employees who are safety members (2.5% at 55) under the Public Employees' Retirement System (CalPERS) shall have their employee retirement contribution rate reduced from 6% of monthly compensation in excess of three hundred seventeen (\$317) dollars each month to 3.5% of compensation in excess of three hundred seventeen (\$317) dollars each month.

Effective July 1, 2002, employees who are safety members (2.5% at 55) under the Public Employees' Retirement System (CalPERS) shall have their employee retirement contribution rate reduced from 3.5% of monthly compensation in excess of three hundred seventeen (\$317) dollars each month to 1.0% of compensation in excess of three hundred seventeen (\$317) dollars each month.

Effective July 1, 2003, the employee's retirement contribution rate shall be restored to levels in effect on August 30, 2001.

The State employer will continue to ensure that pension benefits are properly funded in accordance with generally accepted actuarial practices. In accordance with the provisions of the June 20, 2001 communication to DPA from CalPERS' Actuarial & Employer Services Division, effective July 1, 2003, the State Employer's CalPERS retirement contribution rate shall incorporate the impact resulting from the temporary reduction in the employee retirement contribution rate. As indicated in the above referenced letter, "10% of the net unamortized actuarial loss shall be amortized each year". However, if the CalPERS Board of Administration alters the amortization schedule referenced above in a manner that accelerates the employer payment obligation, either party to this Contract may declare this section of the Contract, and all obligations set forth herein, to be null and void. In the event this Contract becomes null and void, the employee retirement contribution rate shall be restored to levels in effect on August 30, 2001 and the parties shall be obligated to immediately meet and confer in good faith to discuss alternative provisions.

17.5 Employee Retirement Contribution Reduction for STRS Members

Effective January 1, 2002, employees who are members of the State Teachers' Retirement System (STRS) shall have their employee retirement contribution rate reduced from 8% of compensation each month to 5.5% of compensation each month.

Effective July 1, 2002, employees who are members of the State Teachers' Retirement System (STRS) shall have their employee retirement contribution rate reduced from 5.5% of compensation each month to 3% of compensation each month.

Effective July 1, 2003, the employee's retirement contribution rate shall be restored to levels in effect on August 30, 2001.

The State employer will continue to ensure that pension benefits are properly funded in accordance with generally accepted actuarial practices. In accordance with the provisions of the June 20, 2001 communication to DPA from CalPERS' Actuarial & Employer Services Division, effective July 1, 2003, the State Employer's CalPERS retirement contribution rate shall incorporate the impact resulting from the temporary reduction in the employee retirement contribution rate. As indicated in the above referenced letter, "10% of the net unamortized actuarial loss shall be amortized each year". However, if the CalPERS Board of Administration alters the amortization schedule referenced above in a manner that accelerates the employer payment obligation, either party to this Contract may declare this section of the MOU, and all obligations set forth herein, to be null and void. In the event this Contract becomes null and void, the employee retirement contribution rate shall be restored to levels in effect on August 30, 2001 and the parties shall be obligated to immediately meet and confer in good faith to discuss alternative provisions.

17.6 Employer-Paid Employee Retirement Contributions

The State and the Union agree to continue the January 28, 1985, agreement regarding the Internal Revenue Service ruling permitting CalPERS contributions to be excluded from taxable salary for the duration of this Contract.

17.7 1959 Survivor's Benefits - Fifth Level

- A. Employees in Units 1, 3, 4, 11 and 15 who are members of the Public Employee's Retirement System (PERS) will be covered under the Fifth Level of the 1959 Survivor's Benefit, which provides a death benefit in the form of a monthly allowance to the eligible survivor in the event of death before retirement. This benefit will be payable to eligible survivors of current employees who are not covered by Social Security and whose death occurs on or after the effective date of the memorandum of understanding for this section.
- B. The contribution for employees covered under this new level of benefits will be \$2 per month. The rate of contribution for the State will be determined by the PERS board.
- C. The survivor's benefits are detailed in the following schedule:
 - 1. A spouse who has care of two or more eligible children, or three or more eligible children not in the care of spouse \$1,800.
 - 2. A spouse with one eligible child, or two eligible children not in the care of the spouse \$1,500.
 - 3. One eligible child not in the care of the spouse; or the spouse, who had no eligible children at the time of the employee's death, upon reaching age 62 \$750.

17.8 Enhanced Industrial Retirement

Eligible employees shall be covered by Government Code 20047 "Enhanced Industrial Disability Retirement."

17.9.15 Safety Retirement Studies (Unit 15)

The Union agrees to the provisions of Government Code Sections 19816.20 and 20405.1. The State shall conduct studies on the feasibility of safety retirement for the following classes at the following hospitals and copies of these studies shall be provided to the Union no later than eighteen (18) months after ratification of this Contract by the membership:

Department of Developmental Services:

Porterville Developmental Center:

Cook I	DJ40	2185
Cook II	DJ30	2184
Housekeeper	DD20	2043

Department of Mental Health (Atascadero State Hospital/Metropolitan State Hospital/Napa State Hospital/Patton State Hospital/Vacaville Psychiatric Facility)

Cook I	DJ40	2185
Cook II	DJ30	2184
Food Service Worker I	DK60	2194
Food Service Worker II	DK50	2193
Janitor	DC40	2011

ARTICLE 18 – PERMANENT INTERMITTENTS

- A. A permanent intermittent position or appointment is a position or appointment in which the employee is to work periodically or for a fluctuating portion of the full-time work schedule. A permanent intermittent employee may work up to 1,500 hours in any calendar year based upon Government Code Section 19100 et seq. The number of hours and schedule of work shall be determined based upon the operational needs of each department. The use of the State Personnel Board Rule 277 is one of the many employment alternatives the appointing power may elect to use to fill vacant positions within a competitive selection process.
- B. Each department may establish an exclusive pool of permanent intermittent employees based upon operational need.
- C. Each department shall endeavor to provide a permanent intermittent employee with seven (7) calendar days but in no case less than 72 hours notice of their work schedule, except when they are called in to fill in for unscheduled absences or for unanticipated operational needs.
- D. Upon mutual agreement, a department head or designee may grant a permanent intermittent employee a period of non-availability not to exceed twelve (12) months during which the employee may not be given a waiver. The period of non-availability may be revoked based on operational needs. An employee on non-available status who files for unemployment insurance benefits shall be immediately removed from such status.
- E. A permanent intermittent employee will become eligible for leave credits in the following manner:
 - 1. **Sick Leave** - A permanent intermittent employee who has completed 160 hours of paid employment will be eligible for up to eight (8) hours of sick leave credit with pay. The hours in excess of 160 hours in a qualifying monthly pay period shall not be counted or accumulated. On the first day of the qualifying monthly pay period following the completion of each period of paid employment, the permanent intermittent employee shall earn eight (8) hours of credit for sick leave with pay subject to the following provisions:
 - a. Sick leave may be requested and taken in fifteen (15) minute increments.
 - b. A permanent intermittent employee shall not be removed from scheduled work hours because he/she is on sick leave.

- c. The administration of sick leave for permanent intermittent employees shall be in accordance with Article 8, Section 8.2, Sick Leave.
2. **Vacation Leave** - A permanent intermittent employee will be eligible for vacation leave credit with pay as defined in Article 8, Section 8.1, on the first day of the following qualifying monthly pay period following completion of 960 hours of compensated work. Thereafter, a permanent intermittent employee will be eligible for vacation credit with pay in accordance with the schedule in Article 8, Section 8.1, on the first day of the qualifying monthly pay period following completion of each period of 160 hours of paid employment. The hours in excess of 160 hours in a qualifying monthly pay period shall not be counted or accumulated. When it is determined that there is a lack of work, a department head or designee may:
- a. Pay the permanent intermittent employee in a lump-sum payment for accumulated vacation leave credits; or
 - b. By mutual agreement, schedule the permanent intermittent employee for vacation leave; or
 - c. Allow the permanent intermittent employee to retain his/her vacation credits; or
 - d. Effect a combination of a., b., or c. above.
3. **Holidays** -
- a. A permanent intermittent employee will be eligible for holiday pay on a pro rata basis, based on hours worked during the pay period for observed holidays specified in Article 7 of this Contract in accordance with the following chart. If a permanent intermittent employee works on the holiday, the employee shall also receive his/her hourly rate of pay for each hour worked unless the provisions of Article 19.2, B. apply.

Hours on Pay Status During Pay Period	Holiday Compensation in Hours for Each Holiday
0-10.9	0
11-30.9	1
31-50.9	2
51-70.9	3
71-90.9	4
91-110.9	5
111-130.9	6
131-150.9	7
151 or over	8*

*Notwithstanding any other provision, an employee can only accrue up to 8 hours of holiday credit per holiday.

- b. When a permanent intermittent (PI) employee in work week group 2 is required to work on an observed holiday, and the employee works 151 or more hours in that pay period, the employee shall receive holiday compensation in accordance with Article 7.G.
- 4. **Bereavement Leave** – A permanent intermittent employee may only be granted bereavement leave in accordance with Article 8, Section 8.3, if scheduled to work on the day(s) for which the leave is requested and only for the number of hours the employee is scheduled to work on the day or days. A permanent intermittent employee shall not be removed from scheduled work hours because he/she is on bereavement leave.
- 5. **Jury Duty** – A permanent intermittent employee shall only be granted jury duty leave in accordance with Section 8.14 if the employee is scheduled to work on the day(s) in which the service occurs and only for the number of hours the employee is scheduled to work on the day or days. If payment is made for such time off, the employee is required to remit to the State the fee(s) received. A permanent intermittent employee shall not be removed from scheduled work hours because he/she is on jury duty. When night jury duty is required of a permanent intermittent employee, the employee shall be released without loss of compensation for such portion of required time that coincides with the permanent intermittent employee's work schedule. This includes any necessary travel time.
- 6. **Non-Industrial Disability Leave** – Where employment is intermittent, the payments shall be determined on the basis of the proportionate part of a monthly rate established by the total hours actually employed in the eighteen (18) monthly pay periods immediately preceding the pay period in which the disability begins as compared to the regular rate for a full-time employee in the same group or class. A permanent intermittent employee will be eligible for NDI payments on the first day of the monthly pay period following completion of 960 hours of compensated work.
- 7. **Mentoring Leave** – A permanent intermittent employee shall be eligible for Mentoring Leave in accordance with Article 8, Section 8.17, Mentoring Leave.
- F. Each department will establish a date by which its permanent intermittent employees shall receive their regular pay.
- G. **Dental Benefits** – A permanent intermittent employee will be eligible for dental benefits during each calendar year if the employee has been credited with a minimum of 480 paid hours in one of two control periods. To continue benefits, a permanent intermittent employee must be credited with a minimum of 480 paid hours in a control period or 960 paid hours in two consecutive control periods. For the purposes of this section, the control periods are January 1 through June 30 and July 1 through December 31 of each calendar year. An eligible permanent intermittent employee must enroll in a dental benefit plan within sixty (60) days from the end of the qualifying control period.

- H. **Health Benefits** – A permanent intermittent employee will be eligible for health benefits during each calendar year if the employee has been credited with a minimum of 480 paid hours in one of two control periods. To continue benefits, a permanent intermittent employee must be credited with a minimum of 480 paid hours in a control period or 960 paid hours in two consecutive control periods. For the purposes of this section, the control periods are January 1 through June 30 and July 1 through December 31 of each calendar year. An eligible permanent intermittent employee must enroll in a health benefit plan within sixty (60) days from the end of the qualifying control period.
- I. **Vision Service Plan** – A permanent intermittent employee will be eligible for the State's vision services plan during each calendar year if the employee has been credited with a minimum of 480 paid hours in one of two control periods. To continue benefits, a permanent intermittent employee must be credited with a minimum of 480 paid hours in a control period or 960 paid hours in two consecutive control periods. For the purposes of this section, the control periods are January 1 through June 30 and July 1 through December 31 of each calendar year. An eligible permanent intermittent employee must enroll in the vision service plan within sixty (60) days from the end of the qualifying control period.
- J. Permanent intermittent employees will be entitled to continuation of health, dental, and vision benefits pursuant to Public Law 99-272, Title X, Consolidated Omnibus Reconciliation Act (COBRA).
- K. **Flex Elect Program** – Permanent Intermittent employees may only participate in the Pre-Tax Premium and/or the Cash Option for medical and/or dental insurance. Permanent intermittent employee's choosing the Pre-Tax Premium must qualify for State medical and/or dental benefits. Permanent intermittent employees choosing the Cash Option will qualify if they work at least one-half time, have an appointment for more than six months, and receive credit for a minimum of 480 paid hours within the six-months control period of January 1 through June 30 of the plan year in which they are enrolled.
- L. The call-in/scheduling of a permanent intermittent employee and the hours of work an individual permanent intermittent employee may receive shall be applied without prejudice or personal favoritism. Each work site shall post the permanent intermittent schedule and record of permanent intermittent hours worked per week on an ongoing and weekly basis.
- M. A permanent intermittent employee that is offered a permanent full-time or part-time job within a department shall not be denied release from their permanent intermittent employee position by management.
- N. All remaining conditions of employment that relate to the permanent intermittent employee shall be administered in accordance with existing rule and regulations, unless modified by this Contract.

ARTICLE 19 – HOURS OF WORK AND OVERTIME

19.1 Hours of Work

- A. Unless otherwise specified herein, the regular workweek of full-time employees shall be forty (40) hours Monday through Friday, and the regular work shift shall be eight (8) hours.
- B. Workweeks and work shifts of different numbers of hours may be established by the employer in order to meet varying needs of the State agencies.
- C. Employees' workweeks and/or work shifts shall not be permanently changed by the State without adequate prior notice. The State shall endeavor to give thirty (30) calendar days but in no case less than fifteen (15) calendar days notice.
- D. The State shall endeavor to provide employees with at least five (5) working days advance notice of a temporary change in their workweek hours and workday. This advance notice is not required if:
 - 1. The change is due to an unforeseen operational need;
 - 2. The change is made at the request of the employee.
- E. Classifications are assigned to the workweek groups as shown in the Lists of Classifications attached to this Contract.
- F. Workweek group policy for FLSA - Exempt/Excluded Employees:

State employees who are exempt/excluded from the FLSA are not hourly workers. The compensation they receive from the State is based on the premise that they are expected to work as many hours as is necessary to provide the public services for which they were hired. Consistent with the professional status of these employees, they are accountable for their work product, and for meeting the objectives of the agency for which they work.

Following is the State's policy for all employees exempt/excluded from the FLSA:

- 1. Management determines, consistent with the current Contract the products, services, and standards which must be met by FLSA - exempt/excluded employees;
- 2. The salary paid to FLSA - exempt/excluded employees is full compensation for all hours worked in providing the product or service;
- 3. FLSA - exempt/excluded employees are not authorized to receive any form of overtime compensation, whether formal or informal;
- 4. FLSA - exempt/excluded employees are expected to work within reason as many hours as necessary to accomplish their assignments or fulfill their responsibilities and must respond to directions from management to complete work assignments by specific deadlines. FLSA exempt/excluded employees may be required to work specific hours to provide services when deemed necessary by management;

5. FLSA - exempt/excluded employees shall not be charged paid leave or docked for absences in less than whole-day increments. Less than full-time employees shall be charged time proportionate to their scheduled hours of work. Record keeping for accounting, reimbursements, or documentation relative to other applicable statutes, such as the Family Medical Leave Act, is permitted.

For Unit 3 employees: partial day absences for medical appointments should be scheduled during non-student contact time unless otherwise authorized by management;

6. FLSA - exempt/excluded employees shall not be suspended for less than five (5) days when facing discipline;
7. With the approval of the appointing power, FLSA - exempt/excluded employees may be allowed absences with pay for one or more whole days due to excessive work load or other special circumstances without charging leave credits;
8. Subject to prior notification and management concurrence, FLSA exempt/excluded employees may alter their work hours. Employees are responsible for keeping management apprised of their schedule and whereabouts. Prior approval from management for the use of formal leave (e.g., vacation, sick leave, personal leave, personal day) for absences of an entire day or more is required.

19.2 Overtime

- A. Overtime is earned at the rate of one and one-half times the hourly rate for all hours worked in excess of forty (40) hours in a regular workweek and is compensable by cash or CTO if it meets the following criteria:
 1. Ordered overtime of at least fifteen (15) minutes at any one time;
 2. Overtime will be credited on a fifteen (15) minute basis with a full fifteen (15) minute credit to be granted if seven (7) minutes is worked. Smaller fractional units will not be accumulated.
- B. Overtime may be compensated on a cash or CTO basis at the discretion of the department head or designee. Both parties agree and understand that a different type of overtime payment (cash or CTO) may be provided to employees at different times and may even be different for employees in the same or similar situations. However, in the event that the Department of Industrial Relations determines that this provision is inconsistent with Labor Code 204.3, the parties agree to immediately meet and confer regarding the impact of that determination.
- C. Overtime must be authorized in advance, except in an emergency, by the State or its designated representative. This authorization must also be confirmed in writing not later than ten (10) days after the end of the pay period during which the overtime was worked. Each State agency shall maintain complete and accurate records of all compensable overtime worked by its employees.
- D. The time when CTO may be taken shall be at the discretion of the State. When CTO is ordered, reasonable advance notice (at least 24 hours) should be provided the employee.

- E. CTO may be taken only in units of time of fifteen (15) minutes or multiples thereof.
- F. CTO for employees shall be earned on a time and one-half (1½) basis and may be authorized in lieu of cash compensation. If an employee is not allowed CTO within twelve (12) pay periods following the pay period in which the overtime was worked, payment shall be made for such overtime on the next payroll.
- G. Employees may accrue up to 240 hours of CTO. All hours in excess of 240 CTO hours shall be compensated in cash.
- H. Normally, an employee who has an accumulation of 240 hours or thirty (30) days of authorized overtime shall not be required to work additional overtime.
- I. Notwithstanding any other contract provision, departmental policy, or practice, the travel time of employees who are covered by FLSA shall only be considered as time worked if it meets the definitions and requirements of travel time in Sections 785.34 through 785.41 of Title 29 of the Code of Federal Regulations, except as provided in 1, 2 and 3 below.
 - 1. Effective January 31, 2002, all time spent on required travel to an alternate worksite shall be compensated consistent with the requirements of the Fair Labor Standards Act (FLSA). For FLSA covered employees, the State shall endeavor to accommodate travel to an alternate worksite to occur during an employee's normal work hours. However, the State will also consider the business needs of the department including the costs of travel arrangements.
 - 2. Notwithstanding the above, FLSA covered employees traveling on state business, outside of their normal work hours (as defined in FLSA) will be granted a special allowance for actual time spent traveling. Employees shall receive this special allowance equivalent to the employee's regular hourly rate on a straight time, hour for hour basis, in cash or CTO, at the discretion of the department head or designee. This is not overtime compensation and shall not be considered as time worked for calculation of overtime. This paragraph also applies to passengers in carpools, vans or other vehicles, traveling on state business. This paragraph does not apply to employees who voluntarily choose to travel outside their normal work hours.
 - 3. FLSA covered drivers of a carpool, a vanpool, or other vehicle traveling on state business will be compensated consistent with FLSA for purposes of overtime and shall not receive the special allowance described in I(2) above.

19.3 Rest Periods

- A. An employee may be granted a rest period on State time not to exceed fifteen (15) minutes each four (4) hours of his/her work shift not to exceed thirty (30) minutes each workday. A rest period will not normally be granted during the first or last hour of the work shift. An employee shall be permitted to leave his/her work area during the rest period. Employees in twenty-four (24) hour institutions, hospitals, State Special Schools, or Developmental Centers may be required to notify their supervisors before leaving their work area and inform them of their location for the rest period.

- B. An additional five (5) minute break per continuous hour of work on a computer shall be granted to an employee in an hour when no other break or rest period has been granted. Upon the Union's request, the State shall consider permitting other employees the additional rest periods.
- C. Rest periods may not be accumulated nor may they be used to "make-up" time.
- D. Sections A., B., and C. of this Article shall not apply to Unit 3 employees with student, ward, inmate, client, or patient instructional and supervision responsibilities; however, management recognizes that these Unit 3 employees have limited opportunity to take care of their personal hygiene needs during instructional and supervision time. It is the intent of management, working with the Union to find mutually satisfactory solutions to this problem, consistent with programmatic, operational, safety, and security needs, within 90 days of the State and the Union's ratification of this Contract.
- E. Normally, Unit 3 employees with instructional and supervision assignments are expected to use other than scheduled instruction and supervision time for personal hygiene needs; however, the State shall endeavor to provide for supervision of assigned students, wards, inmates, clients, or patients for short periods of time in the event of an employee's personal hygiene need.
- F. Upon the request of the Union, the health and safety committee at a facility shall review and recommend changes to the procedure consistent with safety, security, programmatic, and operational needs for providing Unit 3 employees the opportunity to take care of their personal hygiene needs. If a health and safety committee does not exist at a facility, upon the request of the Union, management shall meet with the Union to review and recommend changes to the procedure consistent with safety, security, programmatic, and operational needs for providing Unit 3 employees the opportunity to take care of their personal hygiene needs. Any agreement between the parties shall be reduced to writing.
- G. If a Unit 15 employee in the Department of Corrections or the Department of Youth Authority who has a custody control assignment is unable to take his/her individual rest period due to workload and/or lack of coverage and the supervisor provides for coverage, the supervisor will allow the employee to combine the daily rest periods into one rest period, not to exceed a total of thirty (30) minutes.

19.4 Meal Periods

- A. Except for employees who are assigned to a straight eight (8) hour shift, full-time employees shall normally be allowed a meal period of not less than thirty (30) minutes or not more than sixty (60) minutes which shall be scheduled near the middle of the work shift. Meal periods taken shall not be counted as part of total hours worked.
- B. When employees assigned to a straight eight or more hour shift are assigned by the employer to training, a committee, task force, or a special project, an unpaid meal period of not less than thirty (30) minutes nor more than sixty (60) minutes shall be granted and scheduled near the middle of the work shift.

- C. Employees working more than five (5) hours per day, but less than eight (8) hours per day shall be entitled to a meal period of at least thirty (30) minutes. Meal periods shall not be counted as part of total hours worked.

19.5 Set Up/Shut Down Time

Time necessary to "set up" and/or "shut down" a State function shall be part of the employee's workday.

19.6 Flexible Work Hours

- A. Upon request by the Union or an employee, the State shall not unreasonably deny a request for flexible work hours, an alternate workweek schedule or reduced workweek schedule. Employees who have flexible work hours or are placed on an alternate workweek or reduced workweek schedule will comply with procedures established by the department.
- B. Any denial of requests made under subsection A. shall be provided in writing. A copy of the written denial shall also be sent Attn: Work and Family Committee, CSEA, Local 1000, SEIU, 1108 "O" Street, Sacramento, California, 95814. In addition, a department head or designee may, upon thirty (30) days notice to affected employees cancel or make permanent changes to flexible work hours, alternate work schedules, or reduced work time schedules.
- C. An "alternate workweek schedule" is a fixed work schedule other than standard work hours. "Flexible work hours" allows for the change of work schedules on a daily basis. "Reduced work time" is defined in Government Code Sections 19996.20 through 19996.29.
- D. The notice to the Union required in (B) shall be provided within ninety (90) days of ratification of the new contract by both parties.

19.7 Exchange of Time Off - Multi-Shift Operations

- A. Permanent employees employed by departments with multiple shift operations may be permitted to exchange hours of work with other employees in the same classification or level (determined by the supervisor), performing the same type of duties in the same work areas, provided:
 - 1. The employees make a written request to their supervisor(s) at least twenty-four (24) hours prior to the exchange;
 - 2. The supervisor(s) approve the exchange; and
 - 3. The employees exchanging time off shall not be entitled to any additional compensation (e.g., overtime or overtime meals, holiday credit/pay, shift differential), which they would not have otherwise received.

- B. Each employee shall be responsible for the coverage of the work assignment he/she accepts. If the employee who exchanges with another employee fails to report for duty for the exchange, he/she shall be subject to repaying the actual time (hour-for-hour) of filling in behind the assignment. The State shall first use accrued time credits for the repayment; then use "accounts receivable" should time credits be insufficient for the repayment. In the event the employee fails to report for duty because of illness or injury, he/she may be required to provide medical verification in accordance with Section 8.2 of this Contract.
- C. An employee who fails to report for duty for the exchange and has not provided a medical verification of illness as described, shall not be allowed to participate in an exchange for 180 calendar days from the date of the missed exchange.
- D. All exchanges must occur during the same workweek.
- E. Probationary employees are excluded from participating in exchanges of time off.
- F. No exchange shall result in an employee working double shifts.
- G. For Unit 15 the following special rules apply:
 - 1. All exchanges must occur within a reasonable time, and
 - 2. Double shifts will be permitted, consistent with departmental practices.
- H. This section is not subject to the grievance and arbitration procedure of this Contract.

19.8 Work In Multiple Time Zone

When traveling into a different time zone, the first day's time is computed using the time zone in which the employee started. The time worked on subsequent days is computed by using the time zone in which the employee is working. The time worked on the return trip is computed using the time zone from which the employee departed.

19.9 Call Back Time

- A. An employee who has completed a normal work shift, when ordered back to work, shall be credited with a minimum of four (4) hours work time provided the call back to work is without having been notified prior to completion of the work shift, or the notification is prior to completion of the work shift and the work begins more than three (3) hours after the completion of that work shift.
- B. When such an employee is called back under these conditions within four (4) hours of the beginning of a previous call or an additional call is received while still working on an earlier call back, the employee shall not receive an additional four (4) hours credit for the new call back.
- C. When such an employee is called back within four (4) hours of the beginning of the employee's next shift, call back credit shall be received only for the hours remaining before the beginning of the employee's next shift.

- D. When staff meetings, training sessions, or work assignments are scheduled on an employee's authorized day off, the employee shall be credited with a minimum of four (4) hours of work time. When staff meetings and training sessions are scheduled on an employee's normal workday and outside the employee's normal work shift, overtime compensation shall be received in accordance with the rules governing overtime.
- E. For reporting purposes, compensable time begins when the employee reports to the job site or begins work from a site approved by the department head or designee.

19.10 Standby Time

- A. "Standby" is defined as the express and absolute requirement that an employee be available during specified off-duty hours to receive communication regarding a requirement to return to work and be fit and able to return to work, if required. It shall not be considered standby when employees are contacted or required to return to work but have not been required to be available for receipt of such contact.
- B. Each department or designee may establish procedures with regard to how contact is to be made (e.g., electronic paging device, phone) and with regard to response time while on standby.
- C. An employee who is required to be on standby status will be compensated in the following manner: for every eight (8) hours on standby, an employee shall receive two (2) hours of compensating time off (CTO), which may be prorated on the basis of fifteen (15) minutes CTO for each one (1) hour of standby. Standby may not be scheduled in less than one (1) hour increments.
- D. No standby credit will be earned if the employee is called back to work and receives call back credit.
- E. Standby and CTO credited as a result of standby shall not be considered time worked for purposes of qualifying for overtime.

19.11.15 Overtime Distribution for Employees in Bargaining Unit 15

- A. Where the use of overtime is prevalent, the department shall establish a seniority system to request and utilize volunteers to perform overtime work from within the appropriate work area(s) and classification(s). Through the establishment of a volunteer overtime seniority system, departments will endeavor to reduce the amount of mandatory overtime by distributing overtime fairly among volunteers as permitted by operational needs, security, health, safety, and emergencies. Whenever possible, the department will provide employees with prior notice of possible or actual overtime assignments. However, the Union recognizes a department's right, within budgetary constraints, to require overtime, or the completion of work in progress by the employee performing the work at the time the determination was made that overtime was necessary or to assign the work to another appropriately classified employee from the volunteer list.

- B. When assigning mandatory overtime by inverse seniority, i.e. the least senior employee first, the special needs of employees who have documented medical problems, substantiated childcare problems, or other significant reasons which would impact on the employee's ability to work the overtime assignment(s) will be considered.
- C. No food service employee will be required to work in excess of sixteen (16) hours continuously in a twenty-four (24) hour period, nor shall a food service employee be required to work more than two (2) double shifts within his/her scheduled workweek, unless mutually agreed to.
- D. Exceptions to seniority for overtime may be made due to employee attendance restrictions and adverse actions or ward or client safety and/or staff familiarity or training, if such reasons are directly related to the performance of the overtime work. Requests for overtime shall not be unreasonably denied and upon request, a denial shall be made in writing.
- E. For purposes of this section, Departments may establish a seniority system based on either an employee's total seniority in the classification or an employee's date of hire as used for vacation accrual purposes. Ties shall be broken first by departmental seniority and then by lot.

19.12.15 Sliding Six, Six/Two (6/2) Schedules or Variations Thereof

Upon the Union's request, a department using a "Sliding 6; Six/Two (6/2)" rotation cycle to schedule Unit 15 employee's work hours, agrees to allow Unit 15 employees to decide by majority vote of the affected employees at each facility, if they are to continue use of the "Sliding 6 or Six/Two" rotation cycle. Should the majority of employees vote to not continue the rotation schedule, the department agrees to meet and confer with the Union regarding a change to a fixed day off schedule.

ARTICLE 20 – WORK AND FAMILY

20.1 Work and Family Labor/Management Committee

- A. The parties agree to establish one statewide permanent joint labor/management committee on work and family. The committee shall serve in an advisory capacity to the Department of Personnel Administration's Work and Family Program. Work and family related activities that the Committee will engage in include sponsoring research, reviewing existing programs and policies, recommending new programs and policies, initiating marketing efforts, and evaluating the effectiveness of initiatives implemented by the Work and Family Program. Such work and family programs and policies may include, but are not limited to childcare, elder care, family leave, flexibility in the workplace, and a variety of other family-friendly programs and policies.
- B. The committee shall be comprised of an equal number of management and union representatives. The Union recognizes that membership on the committee may also include any or all other unions representing State employees. The committee shall have co-chairpersons, one representing management and one representing labor. CSEA shall have a total of four (4) representatives on the committee who may

exercise a total of nine (9) votes (one (1) vote for each State bargaining unit represented by CSEA).

- C. The parties agree the union representatives shall attend committee meetings without loss of compensation. The co-chairpersons may determine that subcommittees are necessary for preparatory work other than at committee meetings. If this occurs, the management co-chairperson may request that additional release time be granted for this purpose. Approval of release time is subject to operational need.
- D. The committee shall meet regularly and shall begin meeting after the ratification of this contract.

The \$5 million dollars already established in the Work and Family Fund shall be administered by the Department of Personnel Administration. Amounts to be allocated and expended annually from the fund shall be determined by the Department of Personnel Administration and the committee.

20.2 Dependent Care

The State and the Union recognize the importance of dealing with Work and Family issues. The parties also agree to make available the following programs to State employees utilizing funds from the \$5,000,000 allocated to Work and Family as provided in the current collective bargaining agreement until December 31, 2004.

A. Dependent Care Subsidies

The State and the union agree to allocate \$2,000,000 from the Work and Family Fund to establish a dependent care subsidy program for eligible State employees.

The program shall be administered as follows:

1. Employees may be eligible to receive a one-time \$400 subsidy for their qualified dependent as defined by Title 26, Subtitle A, Chapter 1, Subchapter A, Part IV, Subpart A, Section 21 of the Internal Revenue Code.
2. To be eligible for the subsidy, an employee's total household income may not exceed a monthly base income of \$3,500 or a total of \$42,000 per year. Total household income shall include income from a spouse and/or domestic partner as defined in the Family Code Section 297. Employees will be required to self-certify their income. A random audit verification of approximately 10 percent of the eligible employees may be conducted. Employees selected in the randomized audit may be required to provide income verification.
3. Employees will be required to enroll and participate in a dependent care reimbursement account in the FlexElect program. Employees must meet the eligibility criteria for the FlexElect program to be eligible to participate in the subsidy program.
4. Employees will be required to apply for the subsidy. If more than 2,500 employees apply for the subsidy, a lottery will be used to select employees who will receive the subsidy. Only one cash award per year will be awarded to each employee. Married state employees may apply separately, but may not receive more than two \$400 awards per family.

5. Employees will be required to reapply for the subsidy program and FlexElect each year.
6. Subsidies will be deposited into dependent care reimbursement accounts on January 1, 2003 and January 1, 2004.

The Department of Personnel Administration shall administer the subsidy program.

B. Enhanced Resource and Referral Services for Dependent Care

The State and the union recognize the importance of dealing with family issues. The State and the union agree to allocate \$2,000,000 from the Work and Family Fund to establish and enhance resource and referral program for dependent care until December 31, 2004. The intent of this program is to assist an employee in locating dependent care facilities and services for their dependents.

ARTICLE 21 – MISCELLANEOUS

21.1 Telecommute/Telework Program

- A. Telework is defined as performing work one (1) or more days per pay period away from the work site to which the employee is normally assigned. Such locations must be within a preapproved work space and during preapproved work hours inside the teleworker's residence, telework centers, or other offices of the State, as approved pursuant to the department's telework policy and guidelines.
- B. Where operational considerations permit, a department may establish a telework program. If the telework arrangement conforms to telework criteria established in the department's telework policy and guidelines, no employee's request for telework shall be unreasonably denied. Upon request by the employee, the denial and the reason for denial shall be in writing. Such programs shall operate within the policies, procedures, and guidelines established by the Telework Advisory Group, as described in the Telecommuting Work Option: Information Guidelines and Model Policy, June 1992.
- C. Formal written telework or telecommuting policies and programs already adopted by departments before the date of this Contract will remain in effect during the term of this Contract. Upon the request of the Union, the departments will provide a copy of their formal written telework policy.
- D. Departments that desire to establish a telework or telecommuting policy and/or program or departments desiring to change an existing policy and/or program shall first notify the Union. Within thirty (30) calendar days of the date of such notification, the Union may request to meet and confer over the impact of a telework or telecommuting policy and/or program or change in an existing telework or telecommuting policy and/or program. Items of discussion may include concerns of layoff as a result of a telecommuting/telework program, performance or productivity expectations or standard changes; access to necessary office space in the State work sites on non-telecommuting days; and equipment, supplies, phone lines, furniture, etc.

- E. The Union and the State agree to establish a Labor/Management Committee to review and discuss telecommute/telework programs and policies. The committee shall have three (3) union representatives and management may appoint an equal number of members. Union representatives shall serve without loss of state compensation for committee meetings.

21.2 Electronic Monitoring

If an employee believes that the State's use of current or future technology is being used for the purpose of harassment he/she may grieve such action under Article 6.

21.3 Class A and Class B Commercial Driver's License

A. Training

Each department, at the request of an employee required to upgrade his/her current driver's license to a Class A or Class B commercial driver's license and appropriate endorsements will make available to the employee any information prepared by the Department of Motor Vehicles (DMV) covering the commercial driver's license examination and any video training programs, relating to the obtaining of a commercial driver's license, which become available to the State.

B. Medical Examinations

1. The State agrees to pay the cost of medical examinations for employees required to have either a Class A or Class B driver's license, provided the employees either receive their exams from a contractor physician or clinic, or are specifically authorized in advance to be examined by their personal physician, and to be reimbursed for the cost upon presenting a voucher from the examining physician.
2. The State will pay the cost of a second medical examination and/or referrals by the examining physician, not to exceed the cost of the first medical examination provided that:
 - a. The employee fails the first medical examination, or the certification submitted is not accepted by DMV; and
 - b. A second medical examination is authorized and conducted; and
 - c. The second medical certification is accepted by DMV. The State will not reimburse the employee for a second medical examination that sustains the results of the first. Costs for additional medical reexamination shall be the responsibility of the affected employee.

C. Fee Reimbursements

1. Each department will reimburse a permanent employee for filing and examination fees associated with obtaining the appropriate commercial driver's license and endorsement(s) if the employee is: (1) in a classification that requires the operation of equipment which requires either a Class A or Class B commercial driver's license and any endorsement(s), or (2) the classification designated by the department requires the employee to upgrade his/her driver's license to a Class A and/or Class B commercial driver's license and any endorsement(s), or

(3) in a classification where a Class A and/or Class B commercial driver's license is an additional desirable qualification, provided:

- a. The employee is authorized at least ten (10) workdays in advance by his/her supervisor to take the examination;
 - b. The employee has a valid, current medical certification acceptable to DMV;
 - c. The employee successfully passes the required examination and is issued the license and appropriate endorsement(s).
2. Employees applying for renewal or reinstatement of a license due to an illegal violation will not be reimbursed for any costs associated with obtaining a license as required by DMV.
 3. The State will not pay any additional cost incurred as a result of an employee's failure to pass the written and/or performance test within the opportunities allowed by the original application fee.
 4. Reimbursement for commercial driver's license fees will be for that portion of the commercial driver's license fee (including the cost of endorsement(s) required by the appointing power) which exceeds the cost of the regular noncommercial Class C driver's license, provided the employee applies for the required license and any required endorsement(s) simultaneously. If an employee fails to take all required extras simultaneously, reimbursement will not exceed the cost that would have been incurred had the tests been taken simultaneously.

D. Release Time for Class A and/or Class B Commercial Driver's License and Medical Examination

1. Upon ten (10) workdays advance notice to the department head or designee, the department shall provide reasonable time off without loss of compensation for a permanent employee required to take the Class A and/or B commercial driver's license examination and related medical examination(s), provided:
 - a. The examination is scheduled during the employee's scheduled work hours; and
 - b. The examination does not interfere with the operational needs of the department.
2. If the employee's examination is rescheduled by the examining physician or by DMV, the employee shall be granted reasonable release time for the subsequent date, in accordance with the requirements specified above.
3. Upon ten (10) workdays advance notice the department will allow the employee to use a State owned or leased vehicle or equipment appropriate for the Class A and/or Class B commercial driver's license examination. It is understood by the parties that use of the equipment or vehicle may be delayed for operational reasons.

ARTICLE 22 – ENTIRE AGREEMENT AND DURATION

22.1 Entire Agreement

- A. This Contract sets forth the full and entire understanding of the parties regarding the matters contained herein, and any other prior or existing understanding or agreement by the parties, whether formal or informal, regarding any such matters is hereby superseded. Except as provided in this Contract, it is agreed and understood that each party to this Contract voluntarily waives its right to negotiate with respect to any matter raised in negotiations or covered in this Contract.

With respect to other matters within the scope of negotiations, negotiations may be required as provided in subsection B. below.

- B. The parties agree that the provisions of this subsection shall apply only to matters which are not covered in this Contract.

The parties recognize that it may be necessary for the State to make changes in areas within the scope of negotiations. Where the State finds it necessary to make such changes, the State shall notify the Union of the proposed change thirty (30) days prior to its proposed implementation.

The parties shall undertake negotiations regarding the impact of such changes on the employees when all three of the following exists:

1. Where such changes would affect the working conditions of a significant number of employees.
2. Where the subject matter of change is within the scope of representation pursuant to Ralph C. Dills Act.
3. Where the Union requests to negotiate with the State.

An agreement resulting from such negotiations shall be executed in writing and shall become an addendum to this Contract. If the parties are in disagreement as to whether a proposed change is subject to this subsection, such disagreement may be submitted to the arbitration procedure for resolution.

The arbitrator's decision shall be binding. In the event negotiations on the proposed change are undertaken, any impasse which arises may be submitted to mediation pursuant to Section 3518 of the Ralph C. Dills Act.

22.2 Duration

- A. Unless a specific provision provides for a different effective date, the terms of this Contract shall go into effect January 31, 2002 and remain in full force through July 2, 2003.
- B. In the six-month period prior to the expiration date of this Contract, the complete Contract will be subject to renegotiation.

SIDE LETTERS

Side Letter #1 – Court Decisions

If during the term of this agreement the United States Supreme Court declares that State employees may not enforce in State and Federal court their rights under the Americans with Disabilities Act (ADA), the federal Family Medical Leave Act (FMLA), or the federal Age Discrimination in Employment Act (ADEA) the parties will, upon request, meet and confer over the impact of such a ruling.

Side Letter #2 – Next Step Program

The parties agree that Government Code Section 19876.5, 21159, 21160, 21161, and 21195 do not apply to Unit 1, 3, 4, 11 and 15 employees. This means that Units 1, 3, 4, 11, and 15 employees shall no longer participate in the Next Step Program.

Side Letter #3 – Golden Handshake

If the Golden Handshake provisions are offered during the term of this Contract and the Department of Education or any of its Special Schools or Diagnostic Centers participate, the Department will consider offering it to Units 1, 3, 4, 11, and 15 employees in the Department of Education.

Side Letter #4 – Streamlining the State Safety Retirement Process

- A. The Union agrees to the State safety retirement membership process as outlined in the provisions of Government Code (GC) Section 19816.20 and 20405.1 and will not be subject to the provisions of GC Section 18717.
- B. For those positions recommended by the Union pursuant to the provisions of A above, the State agrees to review positions in Units 1, 3, 4, 11 and 15 that potentially meet requirements for safety retirement and to place all positions meeting safety retirement criteria into the safety retirement category following establishment by the State Personnel Board of the appropriate parenthetical safety classes.

Side Letter #5 – Domestic Partner

For the purpose of application to this Contract a domestic partner shall be certified with the Secretary of State's office in accordance with Family Code Section 297.

Side Letter #6 – State Disability Insurance Program (SDI)

The State and the Union agree to support legislation in the 2002 legislation session to enable any State bargaining unit to elect to participate in the State Disability Insurance program.

Side Letter #7 – Holiday Pay Grievance Settlements

In the interest of harmonious labor relations, the parties agree to settle the following grievances by compensating employees in CSEA represented bargaining units who worked March 31, 2001, Cesar Chavez Day, with premium payment (1-1/2 the hourly rate) for the hours they worked. These employees already received straight time compensation and holiday credit for the holiday. If they haven't received the additional half of their hourly rate, they shall receive this compensation within 60 days. The following grievances are therefore withdrawn and settled:

Dispatcher Clerks – CDF:	DPA Grievance # 00-04-0011
Dispatcher Clerks – CDF:	DPA Grievance # 00-04-0012
Mojave Fish Hatchery:	DPA Grievance # 00-11-0005
Cesar Chavez Day (all units):	DPA Grievance # 00-11-0009

Side Letter #8 – Addendum to the Memorandum of Understanding between the State of California and CSEA, Local 1000, SEIU, Units 1, 4, and 11

The parties agree that implementation of all Post and Bid provisions, which are set forth in Article 15 of the Units 1, 4 and 11 MOUs as referenced in SB 728 (Machado), shall be consistent with existing State Personnel Board laws and rules. For employees eligible to transfer, those employees will only be appointed using the post and bid process if they have met SPB's transfer requirements. For promotional positions, an employee is eligible to bid for a position only if he or she has successfully completed the examination process for the classification of the posted position and is immediately reachable on an eligible list certified by the State Personnel Board as specified in Government Code Sections 19055 through 19057.1. This side letter is binding on the State and CSEA Units 1, 4 and 11 and intended as an addendum to Units 1, 4 and 11 MOUs for the duration of the contracts.

Side Letter #9 – Paid Time Off – Precinct Election Board

With prior approval of the employee's supervisor and under comparable conditions as provided for supervisors and managers in DPA rule 599.930, an employee in Bargaining Units 1, 3, 4, 11 and 15 may be granted time off for public service as a member of a Precinct Election Board. The employee shall be eligible for both regular State compensation and any fee paid by the Registrar of Voters for such service. Verification of service may be required.

Side Letter #10 – Management Service Occupational Trainees (MSOT's) Class Code 9992

The State and CSEA agree that the Management Service Occupation Trainees – Class Code 9992 are Civil Service employees and that Bargaining Unit 15 is their exclusive representative pursuant to the California Constitution – Article 7, Section 1(a), Government Code Sections 3513 (c) and 19815 and Public Employment Relations Board Regulation 32781.

Side Letter #11 – Pilot Incentive Award Study - DGS

The Department of General Services (DGS) will study the feasibility of establishing a one (1) year pilot incentive award program for Bargaining Unit 15 employees for the purpose of reducing sick leave usage and safety accidents.

In the spirit of working cooperatively with the Union, DGS will accept recommendations on alternative funding sources scope and areas of study, and data input from the Union.

DGS will provide the Union a copy of the study within 30 days of completion.

Side Letter #12 - Security Guard, DDS

Schem Code: VC 39

Class Code: 1939

The salary for the above classification shall be increased 3.66% effective January 1, 2002. All employees in the class shall be entitled to the 3.66%.

Side Letter #13 - Classification Review

The Department of Personnel Administration and the Department of Food and Agricultural shall conduct a classification review of the Security Guard positions (Class Code 1985) at Del Mar, District Agricultural Associations (22nd DAA), to determine if the duties currently being performed are appropriate for the class or another classification. The class review shall commence within 90 days of ratification and be completed within the contract period.

Upon completion of the class review, the State shall provide the union with a copy of the results and recommendations.

Side Letter #14 Janitorial Classification Study

The State agrees to establish a Joint/Labor Management Committee to study the Janitor classifications. Topics include but shall not be limited to duties performed, equipment operated, cleaning methods utilized, and individual custodial cleaning requirements unique to individual worksites.

The committee shall have an equal number of representatives from the State and the Union and shall convene within no less than 120 days of the ratification of the contract by both parties. Union representatives who are State employees shall suffer no loss in compensation and shall be provided a reasonable amount of State paid release time.

Any recommendations resulting from this study are subject to approval from both parties.

Side Letter #15 - Classification Title Change

- A. During the life of this contract, the Department of Personnel Administration (DPA), the Department of Corrections (CDC) and the California Youth Authority (CYA) shall endeavor to retitle and revise the following classification:

	Class Code	Schem. Code	Classification Title
From:	2183	DJ25	Supervising Cook I (Correctional Facility)
To:	2183	DJ25	Correctional Supervising Cook (Correctional Facility)

- B. The Department of Personnel Administration shall adhere to the appropriate procedures for changing the classification titles.

ADDENDUM I

Time off for Victims of Domestic Violence

State of California

M E M O R A N D U M

DATE: June 20, 2001

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 2001-025

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers

FROM: Department of Personnel Administration
Policy Development Office

SUBJECT: Time Off for Victims of Domestic Violence

CONTACT: Charlotte Gehringer, Personnel Management Analyst
(916)323-6938
FAX: (916) 324-9393
Email: CharlotteGehringer@dpa.ca.gov

The purpose of this memo is to notify departments of an addition to existing law regarding time off for an employee who is a victim of domestic violence.

Effective January 1, 2001, Assembly Bill 2357 added Section 230.1 to the Labor Code to specify that employers with 25 or more employees may not discharge or in any manner discriminate or retaliate against an employee who is a victim of domestic violence, as defined in Section 6211 of the Family Code, for taking time off to seek medical attention for injuries caused by domestic violence, obtain psychological counseling related to an experience of domestic violence, obtain services from a domestic violence shelter, program, or rape crisis center, or to participate in safety planning to increase safety from future domestic violence.

As a condition for taking time off, the employee shall give the employer reasonable advance notice of the employee's intention to take time off for any of the purposes summarized above, unless advance notice is not feasible. When an unscheduled absence occurs, the employer may require the employee to certify that the absence is a result of domestic violence in the form of a police report, a court order, or medical documentation. An employer would be required to maintain the confidentiality of any employee's request for time off pursuant to provision of this law.

The law does not require an employer to compensate an employee for the time taken off under these circumstances, but the employee may use vacation, personal leave, or other compensating time off that is otherwise available to the employee.

An employee whose rights are violated under this section may be entitled to lost wages and reinstatement. An employer who willfully refuses to reinstate an employee under this section may be guilty of a misdemeanor. This law also allows an employee to file a complaint with the Division of Labor Standards Enforcement of the Department of Industrial Relations.

This section does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

The provisions of this bill apply to the State as an employer and to State employees. The entitlement of any employee under this law shall not be diminished by a collective bargaining agreement.

If you have any questions, please contact Charlotte Gehringer at (916) 323-6938.

Bob Painter, Chief
Policy Development Office

SALARY SCHEDULE

15 – ALLIED SERVICES

Classification	Schematic	Class	A/R	Current		7/1/03 Increase		WWG
				Minimum	Maximum	Minimum	Maximum	
Armory Custodian I	DA40	1956		2004	2435	2104	2557	2
Armory Custodian II	DA30	1953		2158	2620	2266	2751	2
Armory Custodian III	DA20	1950		2520	3062	2646	3215	2
Assistant Seamer	DE60	2079		1971	2396	2070	2516	2
Baker I	DJ90	2223	A	2367	2877	2485	3021	2
			F	1972.50	2397.50	2071	2517	2
Baker I -Correctional Facility-	DJ95	2224		2367	2877	2485	3021	2
Baker II	DJ80	2220		2580	3136	2709	3293	2
Baker II -Correctional Facility-	DJ85	2221		2580	3136	2709	3293	2
Barber -Correctional Facility-	DE85	2086		2199	2671	2309	2805	2
Barbershop Manager	DE70	2083		2367	2877	2485	3021	2
Beauty Shop Manager	DF10	2091		2367	2877	2485	3021	2
Butcher-Meat Cutter II -Correctional Facility-	DK15	2245		2580	3136	2709	3293	2
Cook Specialist I	DJ40	2185	A	2116	2572	2222	2701	2
			F	1763.33	2143.33	1851	2250	2
Cook Specialist I (Correctional Facility)	DJ45	2187		2116	2572	2222	2701	2
Cook Specialist II	DJ30	2184	A	2367	2877	2485	3021	2
			F	1972.50	2397.50	2071	2517	2

15 – ALLIED SERVICES

Classification	Schematic	Class	A/R	Current		7/1/03 Increase		WWG
				Minimum	Maximum	Minimum	Maximum	
Cook Specialist II (Correctional Facility)	DJ35	2186		2367	2877	2485	3021	2
Cook, California Conservation Corps	DJ38	2189		2277	2766	2391	2904	2
Elevator Operator	DD70	2034		1867	2269	1960	2382	2
Executive Residence Housekeeper, Department Of General Services	DC60	2049		1971	2396	2070	2516	2
Facility Environmental Audit Technician	DC69	2097		2229	2711	2340	2847	2
Food Service Supervisor I	DK40	2258	A	2199	2671	2309	2805	2
			S	2201	2674	2311	2808	2
Food Service Technician I	DK60	2194	A	1837	2231	1929	2343	2
			F	1530.83	1859.17	1607	1952	2
Food Service Technician I (Correctional Facility)	DK65	2196		1837	2231	1929	2343	2
Food Service Technician II	DK50	2193	A	1971	2396	2070	2516	2
			F	1642.50	1996.67	1725	2097	2
Food Service Technician II (Correctional Facility)	DK55	2195		1971	2396	2070	2516	2
Food Service Worker I (Safety)	DK61	2198	A	1837	2231	1929	2343	2
			F	1530.83	1859.17	1607	1952	2
Food Service Worker II/SF	DK51	2199	A	1971	2396	2070	2516	2
			F	1642.50	1996.67	1725	2097	2

15 – ALLIED SERVICES

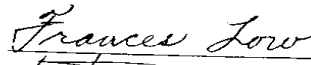

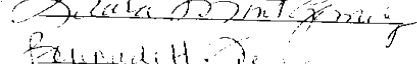
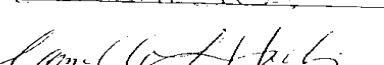
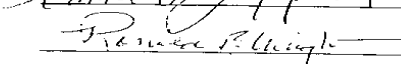
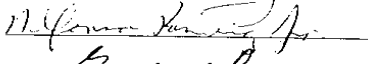
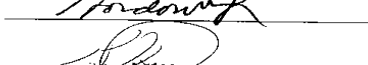
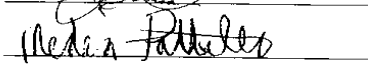
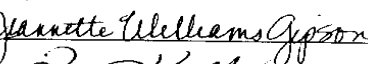
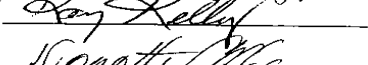
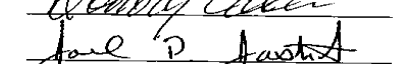
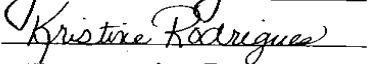
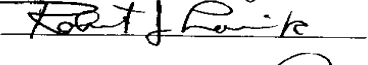




Classification	Schematic	Class	A/R	Current		7/1/03 Increase		WWG
				Minimum	Maximum	Minimum	Maximum	
Forestry Cook I	DJ60	2203		2044	2485	2146	2609	2
Forestry Cook II	DJ50	2202		2199	2671	2309	2805	2
Hospital Worker	TN80	8141		1899	2306	1994	2421	2
Hospital Worker (Safety)	TN81	8146		1899	2306	1994	2421	2
Housekeeper	DD20	2043	A	1867	2269	1960	2382	2
			F	1555.83	1890.83	1634	1985	2
Janitor	DC40	2011	A	1867	2269	1960	2382	2
			F	1555.83	1890.83	1634	1985	2
Janitor –Correctional Facility-	DC45	2006		1867	2269	1960	2382	2
Janitor Limited Service	DC50	2017		1867	2269	1960	2382	2
Janitor Supervisor I	DC30	2003		2004	2435	2104	2557	2
Janitor Supervisor I -Correctional Facility-	DC35	2005		2004	2435	2104	2557	2
Launderer	DG50	2119		1971	2396	2070	2516	2
Launderer Assistant	DG60	2122		1837	2231	1929	2343	2
Laundry Supervisor I -Correctional Facility-	DG35	2114	A	2277	2767	2391	2905	2
			S	2278	2770	2392	2909	2
Laundry Supervisor II -Correctional Facility-	DG25	2111	A	2684	3264	2818	3427	2
			S	2686	3266	2820	3429	2
Laundry Worker	DG40	2116		2044	2485	2146	2609	2
Laundry Worker Assistant	DG65	2123		1837	2231	1929	2343	2

15 – ALLIED SERVICES

Classification	Schematic	Class	A/R	Current		7/1/03 Increase		WWG
				Minimum	Maximum	Minimum	Maximum	
Laundry Worker –Correctional Facility-	DG45	2117		2044	2485	2146	2609	2
Lead Security Guard	DB40	1984		2004	2435	2104	2557	2
Maintenance And Service Occupational Trainee	DD60	9992		1690	1862	1775	1955	2
Motion Picture Operator	MD90	2888		13.67	14.24	14.35	14.95	2
Museum Custodian	DC85	2042	A	1934	2349	2031	2466	2
			B	2078	2523	2182	2649	2
Seamer	DE50	2076	A	2277	2766	2391	2904	2
			F	1897.50	2305	1992	2420	2
Seamer –Correctional Facility-	DE55	2077		2277	2766	2391	2904	2
Security Guard	DB50	1985		1934	2349	2031	2466	2
Security Guard, Department Of Developmental Services	VC39	1939		2004	2435	2104	2557	2
Service Assistant (Food)	DK68	2197		1699	2065	1784	2168	2
Service Assistant (Hospital)	TM25	8256		1749	2125	1836	2231	2
Service Assistant (Janitor)	DC55	2016		1749	2125	1836	2231	2
Service Assistant (Laundry)	DG70	2124		1699	2065	1784	2168	2
Supervising Cook I –Correctional Facility-	DJ25	2183	A	2580	3138	2709	3295	2
			C	2848	3464	2990	3637	2
			S	2582	3140	2711	3297	2
			U	2850	3466	2993	3639	2

SIGNATURE PAGE

State of California
Honorable Gray Davis, Governor


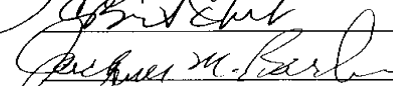
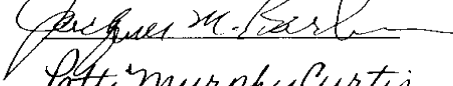
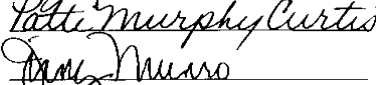
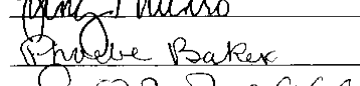
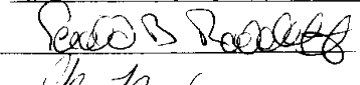
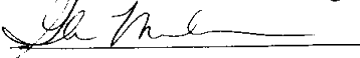

	Frances Low, Department of Personnel Administration Chief Spokesperson, Master Table and Units 4 and 15
	Hortencia Morales, Department of Personnel Administration, Unit 4
	Laura Montgomery, Department of Health Services Master Table
	Bernadette Fees, Department of Fish and Game, Master Table
	Camille Hollis, Department of Personnel Administration, Master Table and Unit 15
	Ronald Wright, Department of Water Resources, Master Table
	Alfonso Ramirez, Department of Personnel Administration, Unit 11
	Gordon Lee, Department of Developmental Services Master Table and Unit 15.
	Gerard Anderson, State Controller's Office, Master Table
	Medra Patillo, Department of Corrections , Master Table and Unit 4
	Jeanette Williams Gipson, Franchise Tax Board, Master Table and Unit 4
	Ray Kelly, Franchise Tax Board, Unit 1
	Dorothy Allen, Department of Mental Health, Unit 15
	Joel Jastrit, Department of Youth Authority, Unit 15
	Kristine Rodriguez, Department of Justice, Master Table and Units 1 and 4.
	Robert Losik, Department of Personnel Administration, Chief Spokesperson, Unit 11
	Kathryn Cervantes Peterson, Department of Personnel Administration, Chief Spokesperson, Unit 3

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Paul Bestolarides
Dale Wells
Karen Sanders
Roland Hyatt
Bob Block Brown
Dara Manning
Henry Klopping
Leonard R. Reyes
Robert Gorham
Paula Lewis
Staci Cain
Lorena Kimura
Norma Sauve
Bruce Arbuckle
Patrick McDermott
Marlynn Hammer
Margie Nagae

Anne Arroyo, Department of Corrections, Unit 3
 Paul Bestolarides, Department of Corrections, Unit 3
 Dale Wells, Department Youth Authority Unit 3
 Karen Sanders, Department of Personnel Administration, Unit 3
 Roland Hyatt, Department of Personnel Administration, Unit 3 Notetaker
 Bob Block Brown, Department of Youth Authority, Master Table and Unit 3
 Dara Manning, Department of Education, Unit 3
 Henry Klopping, Department of Education and Unit 3
 Leonard Reyes, Department of Department of Water Resources Control Board, Master Table and Unit 11
 Robert Gorham, Board of Equalization, Master Table and Units 1 and 4
 Paula Lewis, Department of Food and Agriculture Unit 11
 Staci Cain, Air Resources Board, Unit 1
 Lorena Kimura, Department of Youth Authority, Master Table.
 Norma Sauve, Office of Emergency Services, Unit 11
 Bruce Arbuckle, Department of Motor Vehicles, Master Table and Unit 4
 Patrick McDermott, Public Utilities Commission Master Table and Unit 4
 Marlynn Hammer, Department of Transportation Master Table and Units 1, 4, and 11
 Margie Nagae, Department of Social Services Master Table, Unit 4

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Services Data Center, Unit 1

Carol Birchett, Department of Conservation, Unit 11

Jacques Barber, Department of Fish and Game, Unit 11

Patty Murphy Curtis, State Teachers Retirement System,
Unit 4

Jinny Munro, Department of General Services
Master Table and Unit 15

Phoebe Baker, Employment Development Department,
Master Table and Unit 1

Jerry Radeleff, Department of Personnel Administration,
Chief Spokesperson, Unit 1

Gloria Moore Andrews, Department of Personnel
Administration, Chief of Labor Relations

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Service Employees International Union, Local 1000
AFL-CIO, CLC

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Jim Hard, Director
Civil Service Division

Ron Landingham

Ron Landingham, Deputy Director
Civil Service Division

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J.J. Jelencic, Chairperson
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Neal Johnson
Bargaining Unit 1

Kathleen Collins

Kathleen Collins
Bargaining Unit 1

Margarita Maldonado

Margarita Maldonado
Bargaining Unit 1

Lyle Hintz

Lyle Hintz
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Gustavo Ruelas

Gustavo Ruelas
Bargaining Unit 1

Will Gutierrez

Will Gutierrez
Bargaining Unit 1

Wanda Lewis

Wanda Lewis
Bargaining Unit 1

Patrick Clark

Patrick Clark
Sr. Labor Relations Representative

Kathleen O'Connor

Kathleen O'Connor
Sr. Labor Relations Representative

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<u>Harold Raleigh</u>	Harold Raleigh Bargaining Unit 3
<u>Ralph Rodocker</u>	Ralph Rodocker Bargaining Unit 3
<u>Richard Rios Jr.</u>	Richard Rios Jr. Bargaining Unit 3
<u>Bill Kelly</u>	Bill Kelly Sr. Labor Relations Representative
<u>Yvonne Walker</u>	Yvonne Walker, Chairperson Bargaining Unit 4
<u>Michael A. Matz Jr.</u>	Michael Matz, Jr. Bargaining Unit 4
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<u>Robert Kersch</u>	Robert Kersch Bargaining Unit 4
<u>Larry Perkins</u>	Larry Perkins Bargaining Unit 4
<u>Francisca Pass</u>	Francisca Pass Bargaining Unit 4
<u>Lois Kugelmass</u>	Lois Kugelmass Sr. Labor Relations Representative
<u>Steven D. Crouch</u>	Steven Crouch Sr. Labor Relations Representative

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Bargaining Unit 11

Charles Mentz

Charles Mentz
Bargaining Unit 11

Benjamin Lenz

Benjamin Lenz
Bargaining Unit 11

Reba Imes

Reba Imes
Bargaining Unit 11

Connie Kabeary

Connie Kabeary
Bargaining Unit 11

Herman Phillips

Herman Phillips
Bargaining Unit 11

Brad Willis

Brad Willis
Bargaining Unit

Pete McClory

Pete McClory
Sr. Labor Relations Representative

Robin Sherles

Robin Sherles, Chairperson
Bargaining Unit 15

Bernard "Larry" Leff

Bernard "Larry" Leff
Bargaining Unit 15

Harry Ledet

Harry Ledet
Bargaining Unit 15

Frank Apedaile

Frank Apedaile
Bargaining Unit 15

Raquel Silva

Raquel Silva
Sr. Labor Relations Representative